

## **Senior Services Program Coordinator**

The Town of Colchester Department of Senior Services is seeking an energetic, creative and forward-thinking Program Coordinator. This position is responsible for developing, organizing and implementing a full schedule of daytime activities, classes, special events and travel opportunities at the Colchester Senior Center. This position is full-time with benefits, scheduled 37.5 hours per week Monday through Friday, with occasional evening and/or weekend responsibilities. Previous experience working with an older adult population in a recreational setting preferred. Computer skills in Microsoft Word, Excel and Outlook required. Salary \$40,000-\$44,000, DOE.

More information including job description, qualifications and employment application can be found on the Town of Colchester website. EOE. Qualified candidates should submit an application and resume to Human Resources, 127 Norwich Ave. Colchester, CT 06415. Closing date is October 2 at 4:00 p.m.



## **Town of Colchester Job Description**

# **Senior Services Program Coordinator**

### ***GENERAL STATEMENT OF DUTIES***

Develop, organize, and implement a diversified program of recreational, educational and social activities at the Colchester Senior Center that will meet the needs, interests and abilities of the seniors of the Town of Colchester. Must be able to work independently or as part of a team and be able to assume responsibilities, as assigned by the Director of Senior Services in his/her absence, work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

### ***SUPERVISOR***

Works under the direct supervision of the Director of Senior Services

### ***ESSENTIAL DUTIES***

The following is an illustrative and non-exhaustive list of duties:

- 1) Plan and conduct/oversee special and ongoing programs; including classes, special interest groups, trips/outings, volunteer activities and special events.
- 2) Maintain appropriate records including attendance, trip files and financial reports of programs and activities.
- 3) Promote programs through monthly newsletter and flyers/posters.
- 4) Plan schedule of activities and prepare information for monthly newsletter for submission to the Administrative Assistant by the 15<sup>th</sup> of each month.
- 5) Work in a professional manner, guarding the confidentiality of all participants, volunteers and records.
- 6) Recruit, train and supervise paid, volunteer and contractual staff for program activities.
- 7) Provide crisis intervention when necessary. Maintain First Aid/CPR certification.
- 8) Participate in all staff meetings.
- 9) Maintain Public Service License and assist with transportation/out trips, as assigned.
- 10) Ability to work occasional weekend and/or evening hours, as requested by the Director.
- 11) Communicate any/all problems with programs, activities and participants to the Director of Senior Services.
- 12) Attend seminars, trainings and workshops, as approved.
- 13) Work cooperatively, in partnership with Colchester Senior Center and Town of Colchester staff.
- 14) Comply with the Town of Colchester safety and personnel policies.
- 15) Perform other duties as assigned.

## ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

Must exhibit professionalism, creativity, strong leadership and organizational skills.

Possess strong interpersonal skills, the ability to work well with the public and experience working with an elderly/senior population.

Ability to use Microsoft Word, Excel and Outlook, to carry out the functions of the position.

Ability to lift/carry items (up to 50 pounds) including but not limited to packages, boxes and furniture as necessary to set up for programs.

## ***EDUCATION AND EXPERIENCE***

A bachelor's degree in gerontology or therapeutic recreation or a field related to the elderly.

Experience in social/recreational programming and services to the elderly or a combination of experience and education.

## ***WORK ENVIRONMENT***

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies. The noise level in the work environment is usually moderate.

Full-Time; Hourly; Non-Exempt; Non-Union

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.*