



**ANNOUNCEMENT OF
OPEN POSITION**

**POSTED INTERNALLY:
OCTOBER 13, 2017**

POSITION: SENIOR PROGRAM ACTIVITIES/SERVICES COORD
LOCATION: EASTWOOD COMMUNITY CENTER
RESPONSIBLE TO: EASTWOOD COMMUNITY CENTER MANAGER
GRADE: 6 / NON- EXEMPT (26 Hours Per Week)
NUMBER OF WEEKS: 52 WEEKS PER YEAR

QUALIFICATIONS:

- Requires a high school diploma/GED and five years of experience working preferably with low-income seniors in a social or community setting, or a two- or four- year degree in gerontology or other human services field.
- Requires Case Management Experience
- Requires two years of experience supervising volunteers.
- Requires good communication and clerical skills and a working knowledge of personal computer applications such as Word, Excel and Publisher.
- Must be able to perform multiple tasks.
- Experience in the fields of nutrition, senior services or recreation is helpful.
- Must be familiar with other senior-related organizations in the community.
- Requires the understanding and compassion necessary to work with senior citizens.

RESPONSIBILITIES:

1. Identify human service/case management needs of center participants and provide assessment, assistance, information and referrals to help them obtain appropriate services.
2. Be knowledgeable of all center operations, and assume the daily responsibilities for all center operations in the absence of the Manager.
3. Maintain an environment at the center that is inviting, nurturing and resourceful for all participants.
4. In conjunction with the Center Manager, act as a resource to all licensing agents, health and fire inspectors and Onondaga County Department of Aging and Youth staff who may visit the site.

5. Compile monthly program information, program assessments, and complete reports as required.
6. Seek out presenters and schedule monthly Lunch n' Learn presentations for center participants.
7. Produce letters, flyers and other documents using the center personal computer as needed.
8. Contribute items and ideas to the center newsletter.
9. Develop and coordinate social and recreational activities/programs at the center & participate in them as needed.
10. In the absence of the Kitchen Supervisor, handle the kitchen duties.
11. Recruit, train and supervise volunteers.
12. Attend and assist the Center Manager with all center functions.
13. Attend workshops and meetings as directed, and represent the center to other community organizations.
14. Maintain a professional attitude at all times with clients, staff, visitors, and on the telephone.
15. Adhere to relevant health and safety policies and procedures.
16. Perform all other duties as assigned.
17. Maintain confidentiality of all information.

EQUAL OPPORTUNITY EMPLOYER