

## TOWN OF CANTON

**TITLE:** Senior Center Coordinator (Part - Time)      **CLASS:** Hourly/Non-Union  
**DEPARTMENT:** Senior & Social Services      **DATE:** July 01, 2014

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### POSITION DESCRIPTION

The Senior Center Coordinator plans, organizes, develops, directs and coordinates a comprehensive program of recreational, social, health, wellness and cultural activities for citizens fifty-five years of age and older.

### SUPERVISION RECEIVED

The Senior Center Coordinator works directly under the Director of Senior & Social Services.

### ESSENTIAL JOB FUNCTIONS

- Plans, develops, organizes and direct programs and specialized services for citizens 55 years of age and older.
- Plans, directs and manages programs and activities and functions of the Senior Center, ensuring high quality and cost-effective service delivery.
- Prepares brochures, news releases, periodic newsletter and other public relations material.
- Maintains and updates mailing list of interested citizens to receive notices of senior activities and programs.
- Responsible for administration of Dial-A-Ride program. Collects and reviews data on utilization and destination and prepares recommendations for hours and scope of service. Addresses complaints with service provider.
- Oversees the assessment of community needs and the development of programs to meet those needs.
- Assesses program effectiveness and direct modifications to meet the needs of the senior population, based on research and available data on the problems and needs of the aging population.
- Develops new resources and partnerships, collaborating with federal, state, local and non-profit organizations.
- Coordinates all programs (such as Speakers Bureau, annual special events) and outreach programs with business groups.
- Participates in development of regional programs and initiatives with colleagues from neighboring communities.
- Participates in professional organizations and related continuing education programs to stay current with developments in the field of aging.
- Supports Meals on Wheels program with service provider.
- Prepares regular narrative and statistical reports for the Director of Senior & Social Services.
- Performs related work as required and/or requested by the Senior & Social Services Director

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Commitment to excellence in customer service.
- Knowledge of principles, practices trends and issues of municipal senior and elderly programs and administration.
- Knowledge of gerontology and working knowledge of recreational activities for senior adults.
- Knowledge of general social, economic, and health needs of the aging and the resources required to meet those needs.
- Ability to initiate, organize and follow through on comprehensive programs and projects.
- Ability to deal effectively with senior citizens and their advocates, elected and appointed officials, contract providers, employees and the general public.
- Ability to communicate effectively, both orally and in writing.

- Ability to act calmly and effectively in emergency situations.
- Ability to supervise, develop and monitor budgets.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to collaborate with other public agencies on programs at a local, regional, state and national level.
- Ability to interpret and apply regulations, policies and procedures.
- Proficient with word processing, presentation, spreadsheet and e-mail software.
- Knowledge and ability to analyze problems and develop and implement programs and activities to address these problems.
- Ability to make decisions on resource allocation and programs in an environment of limited resources and competing claims.
- Sufficient knowledge of the community to serve the public.

**REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

- Requires ability to sit at a desk or to stand and work continuously for extended periods of time.
- Requires full range of body motions, manual and finger dexterity and eye and hand coordination.
- May require additional hours beyond regularly scheduled work day to meet cyclical workload.
- Ability to lift up to 35 pounds necessary to move office files or equipment.
- Works in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption and to attend to task/ function for more than 60 minutes at a time.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to get into and out of an automobile.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may be exposed to airborne particles. The employee will be required to provide his/her own transportation.

**REQUIRED MINIMUM QUALIFICATIONS**

The skills and knowledge required would generally be acquired with a Bachelor's Degree from an accredited college or university in social work, human services, gerontology or a closely related area, with two (2) years of increasingly responsible work experience in a related field; or an Associate's Degree from an accredited institution with a minimum of five (5) years increasingly responsible work experience in a related field or a similar combination of education and experience.

**LICENSE OR CERTIFICATE**

Must possess a valid driver's license.

I understand that nothing in this position description restricts the Town of Canton's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the town administration's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

*NOTE: The above description is illustrative only and is not meant to be all-inclusive.*