SENIOR CENTER COORDINATOR

PURPOSE: To coordinate the operation of a senior center.

FUNCTIONAL AREAS:

1. Organize and direct the daily operation of a senior center.
   * A. Supervise and participate in the preparation, packaging, and serving of meals.
   * B. Coordinate the planning and implementation of a variety of special events and recreational activities.
   C. Collaborate with other service providers to ensure that a variety of activities and information are available to customers.
   * D. Recruit volunteers to welcome and register new customers at the center, and participate in welcoming activities as necessary.
   E. Motivate individuals and couples to become involved in center activities.
   * F. Ensure that meal reservations are recorded in advance in order to estimate food consumption and to avoid waste.
   * G. Maintain inventories and requisition necessary food, supplies, and equipment.
   * H. Prepare dining area for meal service.
   * I. Supervise the collection, counting, and deposit of monies.
   J. Perform general cleaning and maintenance of the center.
   * K. Enforce center policies and procedures and sanitary and safety regulations.
   * L. Prepare necessary records and reports.
   M. Attend training meetings to maintain awareness of changes, new programs, and other information.

2. Direct the work of assigned personnel.
   A. Provide orientation and training to volunteers and others.
   * B. Plan and assign work to volunteers and others.
   C. Supervise and evaluate the work of volunteers and others.
   D. Conduct monthly volunteer meetings to provide information and resolve problems.
   * E. Prepare senior aide time sheets.
   * F. Conduct senior aide performance evaluations.

3. Perform public relations activities.
   * A. Perform outreach activities to encourage senior citizens to begin, increase, or continue participation in center activities.
   B. Investigate and resolve the concerns, problems, and/or complaints of customers.
   * C. Prepare and distribute a monthly calendar of center activities.
JOB REQUIREMENTS

Education & Experience Requirements:

† A. One (1) year of experience working in a human services facility with responsibility for meal preparation operations.
B. Experience coordinating senior citizen recreational programs and activities.

Knowledge Requirements:

† A. Knowledge of the methods, procedures, and equipment used in quantity food preparation.
† B. Knowledge of the basic principles of recreational programming.
† C. Knowledge of sanitation rules and regulations.
D. Knowledge of gerontology.
E. Knowledge of CPR and first aid.

Ability Requirements:

A. Ability to plan and organize senior center activities for customers with diverse interests and needs.
† B. Ability to develop and maintain effective working relationships with other staff, volunteers, and customers.
† C. Ability to communicate effectively both orally and in writing.
† D. Ability to plan, assign, supervise and evaluate the work of others.
† E. Ability to maintain accurate records.
† F. Ability to follow oral and written instructions.
† G. Ability to frequently bend, stoop, and reach above shoulder level; and to occasionally squat, crawl, crouch, kneel, and balance.
† H. Ability to frequently lift and carry equipment and supplies such as bags of groceries, food containers, and racks of dishes weighing up to 50 pounds; and to occasionally lift and carry with others equipment and supplies weighing up to 75 pounds.

* Essential functions of the job
† Job requirements necessary the first day of employment

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