

City of Derby
Job Description
Senior Center Coordinator Assistant

Job title	<i>Coordinator/Assistant</i>
Reports to	<i>Senior Center Director</i>
Job Type	<i>Part-Time position</i>
Location	<i>Derby, CT</i>
Department	<i>Senior Center</i>

General Description:

Conduct outreach, maintain membership rolls, recruitment of new members, event planning and trip coordination. The Coordinator/Assistant will assist the director with essential duties and responsibilities in carrying out activities with the seniors while encouraging their active participation at the center. Planning, execution and clean up of activities and special events and trips are a large part of this position.

Supervision Received:

Under the supervision of the Senior Center Director.

Examples of Duties:

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents can expect to perform other related similar duties.

- Responsible for meeting members, visitors and deliveries upon their arrival to the Center and answering any inquiries as to activities, events, trips and social gatherings or other related matters.
- Answers phones and responds to emails and other correspondence in a timely manner.
- Responsible for making referrals and appointments for members and visitors.
- Communicates cancelations, updates, reminders, meal counts, and other related information.
- Sends correspondence to members including greeting cards as needed.
- Makes arrangements for volunteers for recreational and social activities as well as meal gatherings.
- Purchasing and preparation of food as needed.
- Provides direction to volunteers for assemblage of newsletters, Center decorating and event activities.
- Responsible for keeping bulletin boards and trip informational displays up to date.
- Participates in the coordination of field trips to other towns, sporting events, theaters, and extended tours by arranging transportation, tickets, and accounting of funds.
- Maintains communication with trip vendors and submits information of such in a timely manner.
- Oversees enrollment of participants interested in activities including collection of fees for activities and recordkeeping.
- Recruits sponsorship for game activities, lunch & learns, and other events.
- Coordinates on site services for members (flu shots, hearing checks, etc.) as necessary.
- Provides tours of Center, issues membership cards and updates all records as necessary.
- Maintains communication roster database for making calls as necessary for renewals and communication of events.
- Maintains a neat and organized working environment keeping track of inventory and supplies.
- Occasional opening and closing of the center in the absence of the director.
- Compliance with City of Derby policies, procedures and standard practices.

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Knowledge, Skills and Abilities:

- Familiarity of the principles and practices of social service programs for the elderly.
- Ability to interact with the public effectively, tactfully, and courteously providing a warm and welcoming introduction each day.
- Experienced in the planning and coordination of activities of municipal elderly services and the needs of the elderly.
- Understanding of local Derby community resources and organizations for referrals on behalf of senior citizens.
- Ability to lead groups of participants in activities, recreation and off-site activities.
- Ability to communicate effectively both orally and in writing.
- Excellent organizational skills and attention to detail.
- Ability to perform a full range of clerical tasks such as word processing, managing files and records, designing forms, and other office procedures. Must be able to complete tasks assigned by the director according to communicated schedule.
- Proficient in Microsoft Office Suite products and internet.
- Understanding of community resources and organizations as they relate to seniors and the senior adult population.
- Proficient in managing cordial, professional working relationships with superiors, associates, subordinates, contractors, officials of other agencies and the public.
- Must demonstrate compassion and sensitivity to senior citizens, with an emphasis on working with low-income, frail, and otherwise vulnerable populations.

Required Qualifications

- A Bachelor's degree in recreation, social work, gerontology, education, psychology, or a related field with a minimum of three (3) years' experience is preferred.
- Experience in social services, humanities, or related field. Volunteerism may be acceptable.
- Excellent communication skills, both written and spoken.
- Proficient in Microsoft Office (Word, Excel, Access, Power Point) and Internet.
- Must possess interpersonal, professional and good coordination skills.
- Attend trainings for AED, CPR, Serve-Safe, etc.

Physical Requirements

- Must be able to sit, stand and walk for extended periods of time.
- Must be able to use several types of office machines (e.g., computer, copier, fax).
- Must be able to lift and carry items that weigh approximately 50 pounds.

Conditions of Employment

- Subject to post offer, pre-employment physical and drug testing as permitted by law.
- This position is subject to a 90-day probationary period.