

**Town of Tyngsborough
Job Description**

Job Title: Program Coordinator
Department: Council on Aging
Reports to: Director of Elder Services
Prepared Date: August 2018
Funding: Formula Grant/ no benefits

SUMMARY

Under the direction of the Director of Elder Services, assist in the development, implementation and coordination of diversified programs, activities, and special events for senior citizens. This is a part-time position funded by a grant.

ESSENTIAL FUNCTIONS

- Assist in the development, coordination and implementation of a wide variety of daily Senior Center programs and activities. Assist in developing a monthly calendar of diverse recreational, social, cultural, educational, multi-generational, and other program activities.
- Accompany or lead classes, trips and special events.
- Assist with meals program as a back-up to Meal Site Coordinator and as back-up for Meals-on-Wheels driver; collecting lunch money, and general assistance with this program as needed.
- Assist Director with publicity and marketing of senior center programs; prepare newsletters articles, flyers, and posters of program offerings and special events.

OTHER DUTIES

- Maintain a professional relationship with, and be attentive to, the needs of seniors visiting the center.
- Attend meetings and planning sessions as necessary. May involve attendance at evening and weekend meetings or events.
- Perform related duties as required.

SUPERVISORY RESPONSIBILITIES

- None.

DESIRED MINIMUM QUALIFICATIONS

Education and/or Experience:

- Associates Degree in Human Services, Gerontology or certification as an activity professional;
- Experience in the administration of programs and activities for elderly or disabled people; or
- Any equivalent combination of education and experience.

Skills, Knowledge and Abilities:

- Ability to interact in a positive and professional manner with program participants of all ages.
- Ability to infuse creativity and flexibility into the seniors' programs.
- Ability to work in a team environment and to work effectively with employees and volunteers.
- Ability to communicate both orally and in writing and to establish positive public relations for the Town.
- Good organization skills.
- Ability to learn and operate computer systems, including word processing, spreadsheets and desktop publishing.
- Driver's license.

TOOLS AND EQUIPMENT

Personal computer, including spreadsheet and word processing software; telephone; 10 key calculator; typewriter; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a typical office and recreational environment that may be subject to noise, frequent interruptions, and some light lifting.

While performing the duties of this job, the employee is frequently required to stand, talk, and hear. The employee is required to walk; use hands to operate, handle or feel objects, tools or controls; and reach with hands and arms.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.