

Dexter Senior Center (DSC)

Program Coordinator

Position Description

Position Summary:

Program Coordinator supervises programs, services, and activities at the DSC that provide meaningful engagement for older adults.

Position is up to 30 hours per week Monday through Friday, with an occasional weekend and/or evening for special events.

Position Qualifications:

Knowledgeable about programs and trends at senior centers that can meet the physical, social, emotional and educational needs of older adults that enhance their sense of well-being. Strong interpersonal, leadership, verbal communication skills and experience working with older adults required. Computer skills in email, word processing and spreadsheet use desired, with Microsoft experience preferred.

Associates or Bachelors Degree in a human services related field preferred.

Responsibilities:

- Oversees daily programs and services, including speakers and special events that meet the interests of DSC members.
- Ensures that programs and services for older adult members are meaningful and engaging.
- Sets up for activities including ensuring adequate supplies and setting up and taking down tables and chairs as needed.
- Assists with recruiting activity instructors.
- Maintains individual program attendance files, evaluates and monitors programs, makes recommendations for any program changes. Prepares reports utilizing word processing and spreadsheets, as requested.
- Performs typical office functions, including but not limited to, opening and closing the DSC, answering phone calls, responding to electronic communications in a timely manner and mail sorting,
- Notifies the DSC Board of any issues in a timely manner.
- Gives content input for the monthly newsletter and human interest stories featuring DSC events and activities for local media.
- Assists with recruiting Volunteers for the Center and provides oversight as needed.
- Coordinates transportation service for members in need of assistance e.g., WAVE.
- Reports building maintenance needs to the Board Chair. Coordinates necessary operational services, securing supplies and supervising janitorial services.
- Maintains CPR/AED certification.
- Performs other duties as assigned.

Revision Date: 7/21