

CITY OF CROWLEY

Senior Citizen Program Coordinator -Part Time

Pay Grade: 107

FLSA: Non-Exempt

Starting Pay: \$14.78

JOB SUMMARY

Provides a high level of service in interaction with senior members, community leaders, service providers and city staff. Works under the supervision of the Community Services Director and plans, organizes, implements, and supervises recreation programs for senior citizens such as social-recreation activities, arts and crafts, educational programs, workshops, fitness classes, etc. Responds to questions and inquires from the public concerning services and procedures; works closely with department administration to develop and implement programs and services geared towards those ages 55+.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- General oversight of Senior Program; includes supervising volunteers on shift.
- Plan, organize, develop, implement, and evaluate programs and services for the Crowley Senior Program.
- Manages public relations for programs, develops brochures, flyers, etc.
- Recruits volunteers for the needs of the program.
- Provides information, resources, and makes appropriate referrals to older adults needing assistance.
- Performs a variety of clerical duties to include filing, typing forms, composing letters, record entries, reports, and other material.
- Maintain bookkeeping, financial and statistical records where no technical accounting knowledge is needed.
- Follows established procedures and codes; reviews incoming forms and documents for required information, completeness and accuracy.
- Coordinates congregate meal program through partnership with outside agency
- Responsible for accurate recordkeeping and reporting associated with congregate meal program
- Responds to inquiries and helps resolve any problems or complaints.
- Communicates effectively with senior members, city staff and public; provide information and assistance regarding program guidelines, regulations, and policies.
- Seek outside funding and partnerships to support the development of new and existing services
- Works closely with administration to develop and implement new and existing programs and services.
- Plans and assists with other recreation programs as required.
- Attends work on a regular and dependable basis. Program runs daily from 7 AM-1 PM.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of how to work effectively with the senior population and how to best manage the needs of this demographic.
- Knowledge of senior citizen programming, principles, and practices and of community resources available to older adults.
- Ability to communicate well with patience and sensitivity for program participants.
- Foster relationships and recruit volunteers and support from the community both citizens and businesses.
- Communicate and express ideas effectively, both orally and in writing.
- Knowledge of basic computer applications and technology preferred, i.e. Office products, internet, etc.
- Works well under pressure and with diverse participants from a wide range of socio-economic backgrounds.
- Organize and provide quality services in a cost-effective manner and to recommend methods of performing the work.
- Light to moderately heavy lifting; agility to perform activities in assigned areas.

EDUCATION, EXPERIENCE AND CERTIFICATION

- High School Diploma or GED required.
- Valid Texas Driver's License required.
- Experience working in recreation or senior programming environment is preferred.
- Possess or ability to obtain within 6 months CPR certification.