

**Program Coordinator - Assistant**

**GENERAL SUMMARY**

The Senior Center Network Program Coordinator is primarily responsible for developing, implementing, and maintaining a vibrant, relevant, robust array of programs and services for older adults in Grand Traverse County's outreach locations. This position requires administrative, project management, supervisory (volunteers) and professional work in a busy, fast paced, distracted work environment.

The Program Coordinator for Senior Center Network Outreach must have both technical office skills, soft social skills, and a professional approach to interact effectively and efficiently with older adult clients, fellow staff, outreach location staff, the general public, and board members.

This position requires flexibility, as it may include evening and weekend hours. This is a hands-on position, interacting daily with senior citizens, the business community, and the public.

**PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

- Responsible for coordinating and, when necessary, facilitating programs to promote wellness, fitness, and activities and special events for older adults including, but not limited to, travel, fitness/health, social, recreational, inter-generational, and educational.
- Provides recommendations and implementation of new programs to promote wellness, fitness and active aging.
- Keeps abreast of trends in programming, and with speakers. Exhibits creativity in conceiving innovative programs and services within budget constraints. Secures and interacts regularly with instructors and vendors to provide programs, classes, events, and services, following County approved procedures.
- Prepares newsletter articles and works with staff on flyers to promote activities, events, and programs. Develops and disseminates appropriate communications for posting on media, including social media and the department's Facebook page. Develops promotional literature for senior programs and prepares weekly or other news or press releases.
- Works closely with other departments and agencies in relationship to older adults. Maintains current professional relationships and builds new ones to promote and expand awareness of the department and County services.
- Recruits, supervises, trains volunteers.
- Coordinates the set-up and tear-down of equipment; purchases and organizes supplies; makes arrangements to prepare venues for activities and events.
- Participate in programs, meetings, events, workshops, and/or conferences, as appropriate to position.
- Other duties as assigned by the Senior Center Network Manager and/or Parks and Recreation Director to ensure quality services are provided to the seniors and the community.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

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**CERTIFICATIONS, LICENSES** (minimum requirements)

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**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

**DISTINGUISHING CHARACTERISTICS**

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction and could impact others outside of a department and may require the intervention of an agency head to resolve.

This job is not part of a series.

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

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**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

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