

**The City of Olmsted Falls is seeking a Senior Program Coordinator**

Qualified applicants shall have at least one (1) year experience in direct programming experience with older adults. The Senior Program Coordinator shall be certified in First Aid and CPR.

Starting rate is commensurate with experience. Applications can be obtained on the City of Olmsted Falls website at [www.olmstedfalls.org](http://www.olmstedfalls.org). Applications and/or resumes must be submitted no later than 4:00 p.m. on October 6, 2023, by mail to Olmsted Falls City Administration Building, 26100 Bagley Road, Olmsted Falls, Ohio 44138, to the attention of Angi Mancini, or by email to [amancini@olmstedfalls.org](mailto:amancini@olmstedfalls.org).

The City of Olmsted Falls is an equal opportunity employer.

## POSITION DESCRIPTION

Class Title:	Senior Program Coordinator (PT)	Union Status:	No/Exempt
Department:	Jenkins Place Senior Center	Location:	City Hall
Date:	September, 2023	Pay Range:	

### GENERAL PURPOSE:

The duties of this position are to assist seniors in wellness, recreation, and enrichment programs. In addition, there may be other duties assigned by the Mayor in support of the administration.

### SUPERVISION RECEIVED:

Works under the general supervision of the Mayor.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This position will respond to individuals needing written communication (i.e. letters, memos, faxes, and emails), and various other projects by performing the following duties:

- Plan, implement and monitor wellness and recreation programs to meet the specific needs of senior residents.
- Provide programs and events that encourage engagement and socialization to help support high quality of life for our senior residents.
- Ensure life enrichment programs meets all local, state, and federal regulations and grant guidelines.
- Assist with print materials to include, but not limited to newsletters, brochures, membership information, flyers and services for seniors.
- Manage volunteer programs, including recruitment, training and supervising volunteers.
- Prepare and maintain a monthly calendar of all Jenkins Place senior events.
- Confirm speakers and their requirements.
- Confirm, set-up, order food, confirm logistics, work events, and clean up as needed.
- If requested, open/close events, meet with potential presenters and/or participate in planning meetings.
- Anticipate needs and demands and work to provide logical, innovative, and creative solutions without explicit instruction.
- Write and generate reports and balance spreadsheets, as needed.
- Provide additional services as directed.

## **DESIRED MINIMUM QUALIFICATIONS:**

### Education and Experience:

- High School Diploma or GED at a minimum.
- Associate degree with emphasis in recreation, health education or related field preferred
- One year of direct programming experience with older adults
- Compassion and a desire to work with senior population
- Working knowledge of Word, Excel, and ability to learn and master new computer programs, as required.
- Computer data input skills.
- Valid state drivers license and clean driving record.
- Flexibility with schedule including availability to work evenings, weekends.
- Certified in First Aid and CPR.

### Ability to:

- Protect the reputation and integrity of others through strict confidentiality
- Display the ability to communicate well, both verbally and written
- Create an environment that is inviting to people passing through on a daily basis
- Develop a procedure for handling complaints and problems.
- Active cooperation in scheduling and planning, to see that the goals and objectives are being realized. This assumes a firsthand knowledge of current policies, procedures and programs.
- Interact with City officials, co-workers, other management staff, and the general public to establish and maintain effective working relationships.
- Respond to residents requests for information and assistance.

## **TOOLS AND EQUIPMENT USED:**

Knowledge of operation and use of office equipment including, but not limited to; personal computer, including spreadsheet and word processing software, adding machine, fax machine, copier, telephone, computer printers, and modem communications.

## **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 this position. Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to use hands and fingers to operate equipment generally found in an office setting. The employee is frequently require to walk, sit, stand, talk, and hear.

The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include, but are not limited to, close vision, color vision,

peripheral vision, and the ability to adjust focus. The mental demands of this position include varied degrees of occasional stress.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often exposed to those conditions representative of an office setting. The noise level in the work environment is moderately quiet.

**SELECTION GUIDELINES:**

The Senior Program Coordinator will be selected after a formal application procedure, education and experience rating, oral interview, and reference check. Job related tests may be required.

**OTHER**

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**APPROVAL:**

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employee agreement between the employer and the employee and is subject to change as the needs of the employer and the requirements of the job change.