



Job Description

Job Title: Part-Time Senior Programs Coordinator

Department: Family and Senior Services

Education Required:

Completion of a bachelor's degree in social work preferred or a related degree and/or a combination of education and experience in administering family and senior service programs; demonstrated management and supervisory capability.

Type of

Position:

- ☐ Full-time
- ☒ Part-time
- ☐ Intern

Hours: 20 hours/week

Overtime may be required on occasion
☐ Exempt
☒ Nonexempt

General Description:

Under direction of the Assistant to the Village Administrator, coordinates the delivery of Village social services for the senior citizen population of the community. Organizes new programs for the residents; responsible for the development and administration of Family & Senior Services programs for the entire community; performs related work as required.

Essential Functions of the job:

- Supports the Advisory Commission on Aging.
- Produces and distributes weekly Senior Center activity schedule.
- Provides room setup for senior programming events.
- Coordinates events including, but not limited to, monthly senior luncheons, senior-orientated health screening events, BINGO events, and weekly senior activities hosted at the Civic Center.
- Solicits and coordinates sponsorships and volunteers for senior events.
- Maintains cleanliness and organization of the Senior Center and activity spaces.
- Stocks and replenishes supplies, materials, and refreshments as needed for senior programming and events.
- Other duties as necessary.

Safety and Risk Management Responsibilities:

All employees are expected to exercise their responsibility for employee safety and risk management.

Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate; providing public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. Other responsibilities with regard to employee safety are detailed in the Safety Manual under Sections 3.00 and 5.00, pages 7 and 9 respectively.

Knowledge and Skills:

Technical knowledge and ability in implementing and maintaining programs which include professional direction, management, fiscal, legal, personnel, planning and education; directing program efforts as needed in relation to social services.

Supervisory Responsibilities: This position does not require supervisory responsibilities.

Competencies:

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Demonstrates patience, compassion, and professionalism when interacting with senior residents and responding to their individual needs.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Completes administrative tasks correctly and on time. Follows instructions and responds to management direction.

Communication - Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively. Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Contributes to building a positive team spirit; Shares expertise with others.

Adaptability – Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent changes, delays, or unexpected events.

Technical Skills - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Flexibility to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.

Project Management - Communicates changes and progress; Completes projects on time and budget.

Computer Skills: Working knowledge of Microsoft Office Products.

Other Qualifications: Valid Illinois driver's license.

Travel: Some local travel may be required of the position.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must lift and/or move up to 25 lbs.

Work Environment:

The noise level in the work environment is usually moderate.