

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Program Coordinator*
Department: *Development Services – Senior Center*
Reports to: *Senior Services Administrator*
Status: *Non-exempt /Non-union*

Job Summary:

The Program Coordinator is responsible for research, planning, coordination and marketing of activities, parties, trips, tours, and events for the senior program. Programs may include evening functions and weekend events to provide premier customer and community services. This position also provides leadership of volunteers, assists the Senior Services Administrator on budgets and program plans, and performs duties of the Administrator in his/her absence.

Essential Job Functions:

1. Independently research, plan, and implement activities, classes, trips, and special events for Senior Center participants.
2. With the Administrator, evaluate and modify existing programs, activities and services.
3. Assist the Administrator in scheduling facility use after hours, and with daily maintenance of the center.
4. Create monthly calendars of events, activities, and classes.
5. Write, edit and submit monthly newsletter, and provide program publicity and community education.
6. Maintain detailed records of programs, events, activities, and participant usage.
7. Recruit, conduct orientation, supervise, schedule, and provide on-going training for volunteers.
8. Oversee the Center's operations in the absence of the Senior Services Administrator.
9. With Administrator, develop and conduct fundraising activities and events.
10. Perform responsibilities of Passport Acceptance Agent.
11. Establish and maintain effective working relationships with Center participants, program and activity providers, the media, service organizations, other employees and volunteers, supervisors, other agencies/groups, and the general public in a courteous and helpful manner sometimes in stressful situations.
12. Serve as staff support for various committees.

Associated Job Functions:

1. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of, and the ability to implement, effective programs and activities for older adults.
- Knowledge of behavioral characteristics needs and interests of older adults.
- Demonstrated customer service skills and energetic positive attitude.
- Ability to accurately and responsibly handle cash transactions.
- Thorough knowledge of business English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to provide effective assistance, notwithstanding exposure to aging, grief, and loss.
- Ability to utilize standard office equipment, equipment for activities, and audio-visual equipment.
- Ability to work individually in a self-directed manner and as part of a team, as well as represent the Center in community partnerships.
- Exercise initiative and discretion in sensitive or confidential matters.

Working Environment and Physical Demands:

Work is performed at the Senior Center in office or program areas, occasionally out doors. Requires ability to sit, walk or stand for extended periods of time, normal visual and hearing acuity, and ability to move furniture and equipment with assistance. May include evening and weekend work.

Experience and Training Requirements:

- Associate's degree in recreation, gerontology, occupational therapy or related field, *and*,

- Two (2) years' experience with program development and activity planning for adult population, **including** work with volunteers, program promotion, cash handling, and record keeping.
- Bachelor's degree in appropriate discipline preferred.
- Certification in Activity Planning is desirable.
- Must complete initial qualification, and maintain annual certification as a Passport Acceptance Agent within six (6) months of hire.
- Must obtain and maintain CPR and First Aid Certification and Food Handler's Permit within three (3) months of hire.
- Excellent computer operation skills and experience with a variety of software programs such as word process, desktop publishing, and database software.
- Must pass Washington Child and Adult Abuse background check prior to hire.
- Valid Washington State Driver's License and a good driving record.
- Must be bondable for cash handling.
- Must pass criminal background, credit check, and drivers abstract checks.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: Hulbert 95

Revised: NWM/HR 1/04, HR 6/10, HR 7/13, Sr Ctr/HR 1/14, HR 10/14, Sr Svc/HR 10/15

FLSA: Non-exempt

Salary Range: ---

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.