

Job Description
(Rev. Jan. 1, 2009)

Position Title: **Activities Coordinator-Senior Centers**

Reports to: **Director, Senior Center**

Department: **Staten Island Senior Centers**

Status: **Full Time (Exempt)**

Summary:

Under the supervision of the Director, assist in the overall administration of the senior center program. Coordinate all and conduct some educational and recreational activities; provide case assistance. Must be knowledgeable in all phases of services, benefits and entitlements of seniors; also be sensitive to their needs.

Duties and Responsibilities:

1. Assist the center Director with program operations such as: fiscal and program records and reports; attendance and contributions reports; inventory and billing.
2. Assist the center Director with program services, including scheduling; organization and operation of congregate lunch program; coordination of the transportation service.
3. Responsible for the overall operation of the program in the absence of the Director.
4. Provides case assistance to clients, under the supervision of the Director.
5. Provides educational/recreational services, under the supervision of the Director. Coordination of all and teaching of some of these programs.
6. Assists the center Director with coordination and supervision of volunteers.
7. Assists the center Director with the functioning of the center's Advisory Council.
8. Coordinate trips along with the center's Advisory Council and accompany groups on some trips.
9. Responsible for the center's monthly newsletter.
10. Assist the center Director with community outreach.

Supervisory Responsibilities:

Supervises staff in the absence of the Director.

Education, Skills, Competencies and Experience Required:

1. AA or BA with 3 years experience in human services, with at least 1-year supervisor or administrative experience with the elderly.
2. Bilingual skills (Spanish/English) helpful.
3. Computer competency required.
4. Must complete CPR and AED training annually.
5. Recreational skills such as arts/crafts, exercise, dance, etc.
6. Cooking skills preferred and willingness to obtain NYC Food Handler's licensure