



## **Job Description**

Position: Program Coordinator  
Primary Location: Senior Center  
Employment Status: Part-time, Hourly, Non-Exempt  
Reports To: Senior Center Director  
Description Updated On: November 14, 2023

### **Summary/Objective**

The Program Coordinator is responsible for the planning, coordinating and provision of program activities for elders at the Senior Center. The employee is required to perform all similar or related duties.

### **Essential Functions**

- Develops, coordinates, and implements programs, services and activities as directed by Senior Center Director. Submits plans for each new program, service, or activity to Director for consultation and approval. Recommends programmatic changes and monitors for client satisfaction.
- Coordinates implementation of events; makes all necessary arrangements and confirmations. Recruits guest speakers, activity leaders, instructors, and entertainers.
- Submits a current monthly schedule of all activities and special events to the Director. Prepares yearly plan of activities and events.
- Prepares and issues media releases upon Senior Center Director's approval, and promotional announcements to inform community of all Senior Center activities, programs and services. Assists Director in preparation of newsletters.
- Assists Director and Coordinator of Volunteer Services in recruiting training, monitoring and evaluating volunteers who participate in the provision of services to the elderly.
- Supervises volunteers who are assisting with events and activities.
- Maintains accurate files. Enters data into database as needed; maintains confidentiality at all times.
- Performs other related duties as required, or as the situation dictates.

### **Required Qualifications, Education, and Experience**

High School diploma or equivalent; minimum of three (3) years related work experience, preferably with the elderly population or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. CORI certification is required as a condition of employment. Must possess a valid driver's license.

### **Preferred Qualifications, Education, and Experience**

- Fluency in English, Spanish and Portuguese languages is preferred.

### **Physical and Mental Job Requirements**

- Little or no physical demands are required to perform the essential functions of this position. Requires set-up and take down of tables and chairs in support of department activities.
- Mental requirements:

- Understand and apply routine verbal and/or written instructions
- Understand and apply non-routine verbal and/or written instructions
- Organize actions to complete sequential and/or routine tasks
- Organize and prioritize individual work schedule to manage multiple tasks and/or projects
- Make decisions that have an impact on the individual's work
- Communicate and exchange routine/basic information
- Communicate and explain a variety of information
- Memorization/concentration
- Learning/knowledge retention
- Emotional/behavioral self- regulation
- Interacting with others

### **Work Environment**

- The functions of this role are conducted in an office environment.

### **Hours of Work**

- This role is paid on an hourly basis.
- This is a part-time position that typically works 19 hours per week during a Monday through Friday workweek.

### **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_