

ACTIVE LIVING PROGRAM COORDINATOR - 7024

General Definition of Work:

Performs intermediate professional work assisting in planning, organizing, implementing and promoting cultural, recreational and informational programs for older adults. Work is performed under the general supervision of the Active Living Program Manager. Supervision is exercised over part-time staff and volunteers.

Essential Functions/Typical Tasks:

Planning and implementing programs for older adults and adults with disabilities; maintaining records and files; conducting research to determine changing needs of the older adult population.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- May be responsible for supervising, training, and evaluating staff and have substantial influence in hiring and employment decisions.
- Plans, develops, implements and evaluates programs to meet the cultural, recreational, educational and informational needs of the older adults and adults with disabilities of the community.
- Coordinates programs and activities with other community agencies.
- Recruits, trains, coordinates and schedules volunteers for various programs.
- Coordinates the use of Senior Center facility; books reservations; processes forms; collects and accounts for fees.
- Serves as facilitator/hostess for the Senior Center.
- Works with cultural, educational, civic groups to offer diverse programming for older adults and adults with disabilities.
- Responds to citizen suggestions and inquiries for program improvements.
- Works with community organizations/agencies to plan, develop and coordinate intergenerational programs.
- Promotes activities for older adults through newspaper articles, press releases, flyers, brochures, etc.
- Attends meetings as required.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the social and economic characteristics of older adults in the community; thorough knowledge of the recreational and cultural resources and facilities needed for the delivery of programs and services to the older adults; general knowledge of the regulations, procedures, laws and availability of appropriate State and Federal grants for older adults activities and programs; working knowledge of office equipment and computers and applicable software applications; ability to establish and maintain effective working relationships with community officials and the general public; ability to prepare technical and financial reports; ability to prepare and maintain records; and ability to attend work regularly.

Education and Experience:

Requires graduation from an appropriately accredited college or university with major course work in, recreation, leisure management, gerontology or related field and some professional experience in community or group recreation activities with older adults. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is normally light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force frequently or constantly to move objects; some work may require the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires crouching, reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of CPR and first aid certification. Must have the ability to work a flexible schedule; requires some evenings and weekends.

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