

Jurisdiction: Oneida County
Jurisdictional Class: FT = C
PT = NC*

Revised: 1/23/96

SENIOR CITIZENS CENTER COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving the development of activities and programs to meet the needs of senior citizens at a town senior citizens center. The incumbent has the responsibility for providing social, recreational and nutritional services to senior citizens; and for coordinating, planning, policy making, public relations, and community organization for the provision of these services. Additionally, the incumbent is responsible for overseeing the day-to-day operations of the center, including the supervision of paid and volunteer staff. The work is performed under general administrative direction from the Town Board, in conformance with local, State and Federal laws, rules and regulations, with wide leeway allowed in the administration of the overall program. Supervision is exercised over subordinate staff and volunteer workers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, organizes, promotes and directs varied services and activities designed to meet the needs of senior citizens;

Conducts administrative functions including budgeting, finance, personnel and purchasing for the center;

Supervises, trains, and advises staff members on the organization, promotion, and conduct of activities;

Recruits, trains, and supervises volunteers working in programs for senior citizens;

Develops and administers center budget;

Coordinates services of the center with other community agencies;

Conducts and attends conferences, workshops, and seminars concerned with problems of senior citizens;

Plans and coordinates programs for senior citizens which include arts and crafts, and organizes hobbies and special interest activities, along with other social group activities;

Organizes dramatic, literary and musical activities;

Represents opinion and needs of senior citizens to governmental agencies;

Coordinates duties with nutrition sites and daily bus routes for pick up of senior citizens;

Sets up bus routes and coordinates drivers for daily meals and special events;

Manages day-to-day operations, and carries out administrative functions of nutrition services component of the Office for the Aging;

Supervises counting of money;

Coordinates and supervises daily transport of prepared food from the nutrition site to the town complex;

Functions as liaison between New York State Office for the Aging and the individual nutrition services sites;

(*)NOTE: Refer to Appendices to verify which jurisdictions are approved NC.

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TYPICAL WORK ACTIVITIES: Continued

- Supervises office and meal site personnel, including maintenance of time and attendance records;
- Assesses adequacy of existing facilities for food preparation and service for the elderly;
- Determines the need for services;
- Trains nutrition services personnel, including volunteers;
- Prepares and releases public information and education efforts, including preparation of news releases, establishing contacts with media, attending meetings, speaking to groups, and generally interpreting the role of the nutrition services component to the public;
- Prepares program and budgetary reports and other reports, as requested and required by the New York State Office for the Aging.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the characteristics, needs and interests of the aging, especially as they relate to income, health, housing, recreation, nutrition and transportation; thorough knowledge of community agencies, facilities and services which can be utilized to aid the elderly; good knowledge of administrative principles and practices, and of their effective application to a senior citizen community group; good knowledge of eating habits, nutritional needs, and food interests of the elderly; good knowledge of public relations techniques; working knowledge of State and Federal agencies providing services or grants for services for older persons; ability to plan and supervise the work of others; ability to communicate clearly and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of sixty (60) semester credit hours from a regionally accredited or NYS registered college or university, which must include or be supplemented by, twelve (12) semester credit hours in psychology, sociology, education, health or recreation; **AND** one (1) year of experience in the planning, organizing or delivery of an elderly service or senior citizens program; or in a recreation program for people with special needs, such as the disabled, aged, ill or the infirm; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience in education, social work, recreation, health services, or a field closely related to human or health services; one (1) year of which must have been experience described in (A) above; **OR**
- (C) Five (5) years of experience, as described in (B) above; one (1) year of which must have been experience as described in (A) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.