

## STOREY COUNTY SENIOR CENTER JOB DESCRIPTION

### Program Coordinator

**Class Title:** Program Coordinator  
**Reports to:** Senior Services Director  
**FLSA Status:** Non-Exempt  
**Created:** 07/01/2020  
**Last Revised:** 07/01/2020

#### **JOB SUMMARY**

Under general supervision of the Senior Services Director, or their designee, this position performs program and event planning work. The position also oversees and trains part-time workers and volunteers.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS**

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below:

- Plans and implements special events, programs, etc.
- Provides information on Storey County Senior Service programs and services to the community through local newspaper, social media, radio and television resources and other methods as needed.
- Cooperates with other community resources that serve older adults and coordinates joint programming where appropriate.
- Plans and implements recreational outings for community residents and members.
- Attends and participates in meetings and committees and serves on advisory committee within the community with approval of supervisor.
- Performs office duties as needed.
- Assists in ordering supplies needed for the various programs and food items.
- Assists in various purchases used to maintain and improve senior activities.
- Maintains working relationships with other senior and human service programs.
- Maintain positive and professional staff and client relationships; welcome and greet clients and office guests.
- Support executive director with general operational tasks; perform data entry and bookkeeping duties.
- Answer phones in a professional manner and direct calls to appropriate persons to take detailed messages.
- Monitor and maintain office equipment; repair or replace malfunctioning equipment, schedule technicians when required.
- Performs other duties as assigned.

#### **EXAMPLES OF NON-ESSENTIAL FUNCTIONS**

- Follow all SCSC policies, procedures; ADSD policies, procedures; and OSHA safety guidelines to maintain a safe working environment.
- Maintain courteous, helpful, and professional behavior on the job and display a willingness and ability to be responsive in a warm and caring manner.
- Participate in continuing education classes and any required staff and training meetings; and main professional affiliations and any required certifications.

- Perform other duties as required or requested in a positive and helpful manner to ensure a smooth running work area.
- Maintain high standards of personal appearance and grooming.
- Maintain confidentiality of all clients, staff, and community information deemed as such.

**QUALIFICATIONS/ REQUIREMENTS**

Any combination of training and/or experience, which demonstrates a potential to perform the duties of the position, including experience in:

- Be, at a minimum, 18 years old.
- Ability to read, write, and speak English.
- Knowledge of Storey County and surrounding region.
- Knowledge of how to use and maintain position’s equipment and safety equipment.
- Function independently, have flexibility, and personal integrity.
- Skilled in identifying and recommending problem resolution; and ability to work independently with minimum supervision.
- Ability to cope with mental and emotional stress related to the position.

**PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Requires full range of body motion including lifting, manual and finger dexterity and eye-hand coordination.
- Requires standing, walking, pushing, bending, kneeling, and reaching at arm’s length and overhead.
- Requires the ability to lift/ carry up to 50 pounds and push or pull objects exceeding 100 pounds, using appropriate body mechanics.
- Requires working under stressful conditions.
- Subject to participants that may have the potential for verbal or physical aggression.
- Subject to unpleasant odors.

**The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

**EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE:**

The job description seeks to provide clarity and focus to the general role. It is not intended as – nor can it be an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

I \_\_\_\_\_, have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job position is intended to create an employment contract, that the employee is an employee-at-will, that this job description is not intended to create any guarantee of employment for any particular length of time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date