

Town of Bowdoinham

Job Description

TITLE: Older Adults Services
Coordinator

DEPARTMENT: Administration

Work Schedule: Part-time

FLSA: Non-Exempt

**Revised and
Approved Date:** July 8, 2014

This is a part-time position consisting of practical work related to the coordination, administration, and planning of Bowdoinham's services for older adults. The position requires office hours during normal Town Office operating hours and may require staggered hours including evening and weekend work due to program scheduling needs. Programs may run seven days per week.

The Older Adults Services Coordinator is responsible for coordinating community, cultural, recreational, informational, and other activities on a year-round basis serving the older adults age group, as well as the organization and supervision of all volunteers required to carry out these activities and programs. The Older Adults Services Coordinator is also responsible for coordinating program publicity, public relations, scheduling events, and maintaining and processing program records and reports. Work is reviewed through periodic discussions of program needs, conditions and problems under the supervision of the Town Manager. This position entails extensive public contact.

REPORTS TO:
Town Manager (directly)

SUPERVISES:
Volunteers

General Expectations and Position Summary:

The person filling the position must:

1. Be committed to the mission of the Town.
2. Work as a member of a team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all Town staff and members of the public.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Possess a valid driver's license.
9. Understand and work within the Town of Bowdoinham's Ordinances, Policies and Procedures.

General Duties & Responsibilities:

The Older Adults Services Coordinator:

1. Recruits and schedules speakers for luncheons and other events.

2. Recruits and coordinates instructors for Senior Center activities.
3. Coordinates and develops materials for any special programs (such as Matter of Balance and Celebrate Bowdoinham).
4. Maintains schedules and organize on-going activities and programs.
5. Maintains Advisory Committee on Aging resources and documents.
6. Develop and produce quarterly participation reports for all Advisory Committee on Aging activities.
7. Builds and maintains an email and mailing list for communication purposes.
8. Produces and distributes the monthly activities and resources publication.
9. Serves as the main point of contact for the Advisory Committee on Aging for outside resources.
10. Manages all communications for the older adults services programs.
11. Ensures Town’s website is updated with older adults activities and resources.
12. Acts as staff member to the Advisory Committee on Aging including preparing and distributing agendas and minutes in conjunction with Chair and Secretary of Committee.
13. Recruits and coordinates volunteers for all activities and programs.
14. Prepares correspondence and communication pertaining to older adults services and meets with social, civic and community groups to explain programs and stimulate public interest.
15. May serve on area and/or regional boards and/or committees that foster activities for older adult Bowdoinham residents.
16. May work with other municipal employees and committees on regional opportunities that include Bowdoinham residents.
17. Performs related work as required.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee is frequently required to use hands to operate a standard computer keyboard.

The employee may occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. The noise level in the work environment is usually quiet in the office.

Desired Minimum Requirements:

Education and Experience:

1. Graduation from an accredited high school, or equivalent, a two or four year college degree preferred, but not required, and
2. Demonstrated skills in recordkeeping, coordination of activities and knowledge of services and activities available to older adults.
3. Any equivalent combination of training and experience related to the job duties and responsibilities.

Desirable knowledge, skills and abilities:

1. One or more years experience in work involving maintaining and preparing records (desirable).
2. Ability to work closely and effectively with the staff, residents and others in coordinating and implementing the programs and activities for older adults.
3. Knowledge of modern office procedures, practices and equipment.
4. Ability to work with some independence in general work situations.
5. Ability to perform a variety of standard arithmetic computations.
6. Ability to establish and maintain working relationships with other employees.
7. Ability to keep varied records, to assemble and organize data, and to prepare standard

reports from such records.

8. Ability to deal courteously with the public using tact and resourcefulness in meeting new problems.
9. Possess and maintain a valid Maine motor vehicle operator's license.
10. The ability to plan, organize, coordinate, and direct the activities and personnel involved in activities for older adults.
11. Ability to establish and maintain effective working relationships with town officials, employees, supervisors, social organizations, other agencies, and the general public.
12. Ability to communicate effectively, verbally and in writing;

Tools and Equipment Used

1. Personal computer, including word processing and spreadsheet software; calculator; copy and fax machine; telephone.

Selection Guidelines

1. Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
2. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
3. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.