



# *Town of Seymour*

I First Street  
Seymour, CT 06483

## JOB DESCRIPTION

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**Position:** Senior Program Coordinator

**Status:** Full Time

**Reports to:** Director of Community Services

**Schedule:** 35 Hours a Week – Schedule dependent on programming needs. Nights and weekends required.

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### GENERAL SUMMARY

The Senior Program Coordinator develops, plans and supervises programs and activities for all residents with a specific focus on the senior population. Assists in the preparation for long and immediate range plans to meet the community needs. Assures compliance with established policies and procedures.

### ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Plan, promote, schedule, and supervise community wide programs, activities special events and trips.
- Develops content for marketing and promotional materials including the senior newsletter, seasonal inserts, press releases, email blasts and social media
- Provides direct leadership of senior programs. Provides instruction in the absence of staff as needed.
- Responsible for the recruitment, scheduling and evaluation of contractual staff and volunteers.
- Assist in the updating of Community Service website and on-line registration system
- Supervises trips for the residents to insure safety and to address and handle any problems that might arise.
- Oversees and sets Bus Schedule for transportation (doctor appointments, shopping & activities sponsored by the Center).
- Networks with agencies in the area to provide health, financial and elderly services information and programs.
- Interacts with the elderly or their families about issues facing them.
- Contact proper agencies if there is suspicion of abuse or neglect.
- Assist in obtaining sponsorships for the Community Service Department.
- Attends and participates in monthly Aging Commission Meetings.
- Assists Program Manager as needed.

- In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

### **KNOWLEDGE, SKILL, AND ABILITIES:**

- Thorough knowledge of the principles and practices of modern recreation and elderly service programming
- Ability to balance multiple programs/activities at one time and travel between programs and activities as needed.
- Ability to professionally express oneself before groups of people including residents, employees, or participants.
- Intermediate Computer skills required including Microsoft Office Products, On-line recreation Registration programs and social media experience essential. Ability to adapt to new computer programs as needed.
- Ability to frequently move or maintain a stationary position.
- Ability to occasionally lift and or move objects up to 45 pounds.
- Thorough knowledge of equipment and facilities required in a comprehensive recreation program

### **SUPERVISION RECEIVED:**

- Reports directly to the Director of Community Services for the Town of Seymour.

### **SUPERVISION EXERCISED:**

- Exercises supervision over Contractual staff

### **EXPERIENCE AND TRAINING:**

- Minimum three (3) years' experience in senior or recreational program design
- Minimum three (3) years' experience working with elderly population
- B.S. or B.A. in gerontology, recreation or social services
- Flexible schedule required including early mornings, evenings and weekends as needed for programs, activities and classes.
- Basic Life Support CPR, AED and Concussion training or willingness to obtain.
- Employee must hold a valid driver's license.