

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 3, 2015

SENIOR CITIZENS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning and implementing a variety of services, programs and activities in a senior citizen center to meet the needs of older persons in the community. The incumbent is responsible for helping to identify the needs of senior citizens so that their quality of life may be improved. The work is performed general supervision with considerable leeway allowed for the exercise of independent judgment in carrying out assigned duties. Supervision is exercised over subordinate employees. Does related work as required.A

TYPICAL WORK ACTIVITIES:

1. Plans and conducts services, programs and activities of a senior citizen center;
2. Gives advice and encouragement to senior citizens;
3. Works closely with the County Office for the Aging in planning specific programs;
4. Identifies other agencies and individuals potentially useful to the elderly and to coordinate in center programs;
5. Publicizes and promotes center programs through news releases, newsletters and public speaking engagements;
6. Oversees and encourages the extension of services to individual older persons in the municipality;
7. Provides technical assistance and needed services to senior citizen organizations;
8. Maintains records and submits vouchers and reports concerning all center services, programs and activities;
9. Supervises the work of volunteer workers at the center;
10. Prepares press releases;
11. Recommends the purchase of supplies and equipment;
12. Prepares annual budget;
13. May prepare grant applications for various programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the characteristics, needs, and interests of the elderly; good knowledge of community resources and facilities designed for the care and interests of older adults; good knowledge of problems of retirement and related constructive use of leisure time; working knowledge of the techniques of counseling the elderly; skill in group dynamics and organization; ability to relate to older people; ability to plan and supervise the work of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in psychology, sociology, education, health, recreation or a closely related field **and** one (1) year experience in the planning, organizing or delivery of an elderly services or senior citizens program; **or**
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in psychology, sociology, education, health, recreation or a closely related field **and** three (3) years experience as defined in (1); **or**
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).

NOTE:

Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.