

**Town of Brewster
Job Description**

Position Title:	Program Coordinator	Grade Level:	Bylaw - 1
Department	Council on Aging	Date:	May 2018
Reports to:	Director of Council on Aging	FLSA Status	Non-exempt

Statement of Duties: Position is responsible for planning, developing, coordinating and implementing a schedule of enriching programs and activities, in consultation with the Director, which enhances the quality of life for older adults and caregivers in the community; promotes healthy aging, and provides meaningful experiences and opportunities, including health and wellness programs, education program, and social and recreational activities. The employee is required to perform all similar or related duties.

Supervision Required: Under the direct supervision of the Director of Council on Aging, the employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements.

Supervisory Responsibility: The employee is not responsible for the regular supervision of other town employees.

Confidentiality: In accordance with the State Public Records Law and HIPAA regulations, the employee has regular access to confidential information such as client records obtained during the performance of position responsibilities.

Accountability: Employee is responsible for solving minor problems and reporting larger potential problems. Consequences of errors or poor judgement may include time loss, missed deadlines and slowdowns in the processing of work or adverse public relations.

Judgment: The work requires the employee to examine, analyze and evaluate facts and circumstances and determine actions to be taken within the limits of standard or accepted operating practices. Guidelines include a large body of department policies, practices, and procedures, which may be complex or conflicting at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weight efficiency and relative priorities in conjunction with procedural concern in decision making.

Complexity: The work consists of the practical application of a variety of concepts, practices and techniques. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; gathering, analyzing and evaluating facts or data using fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The work environment involves everyday discomforts typical of a municipal office setting and when conducting visits at other venues, the employee is exposed to traffic, weather and venue conditions. Noise or physical surroundings may be distracting but

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working conditions are generally not unpleasant.

Nature and Purpose of Relationships: Relationships are primarily with co-workers, the public, residents and their families and friends; interaction is needed with personnel from other community agencies, venues, town departments and state agencies to coordinate service provisions.

Occupational Risk: Duties generally do not present occupational risk with occasional exposure to personal injury. Personal injury could occur through employee failure to properly follow safety precautions or procedures.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Plan, coordinate and promote a variety of programs and activities based on identified needs and preferences of Brewster older adults; develop new programs in consultation with COA Director and in accordance with the 5 year Age Friendly Action Plan
- Coordinates and supervises all aspects of programs including, but not limited to; scheduling of programs, instructors and volunteers; host programs; arranges for refreshments and sets up/breaks down events; may substitute for vehicle driver in multi-passenger vehicle when needed for programs and activities
- Keeps current and accurate program records; submits reports in a timely manner
- Conducts occasional surveys to determine participant interests and satisfaction levels with programs and activities
- Administers financial obligations related to the program budget; ensures proper protocols are followed regarding the handling of funds
- Recruits, trains and supervises volunteers to assist in the operation of activities and programs
- Assists in the production of monthly newsletter

Recommended Minimum Qualifications: Associate's degree in marketing, recreation, social work or related field and a minimum of one (1) year work experience, or equivalent combination of education and experience. Previous work experience in planning and directing activities for older adults preferred. Experience with grant writing and social media skills a plus.

Requirements and/or Certificates and Licenses: As a condition of employment, the employee is required to be CORI & SORI certified. Valid Class D Motor Vehicle Driver's license, as well as a reliable vehicle.

Knowledge, Abilities and Skill

Knowledge: Considerable knowledge and sensitivity to the needs of elders and their families with respect to social, cultural and recreational needs. Knowledge of program development and

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promotion with regard to activities and services.

Abilities: Ability to interact in a positive and effective manner with elderly people of all ages and at all levels of society; exercise patience, compassion, creativity and flexibility. Ability to make sound, independent judgments in response to emergency situations. Ability to work both independently and as part of a team and to maintain sense of humor and flexibility working in a shared office environment.

Skills: Strong public relations, organizational, social, interpersonal and communication skills. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Use of personal computers and office software, including Microsoft Office Suite and Publisher.

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 position's essential functions.

Physical Skills: Work requires moderate, intermittent physical strength and effort on a regular basis. Work effort principally involves sitting, crouching and kneeling to perform work tasks, with intermittent periods of stooping, walking, and standing as well as sitting. Employee must also be able to pick up and maneuver medical equipment. The employee is regularly required to lift, push or pull department equipment, tables and chairs.

Motor Skills: Duties may involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination in order to operate a motor vehicle, personal computer, or to reach with hands and fingers to operate office equipment or file papers.

Visual Skills: The employee is required to constantly read documents, personal computer screens and written report for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.