

CURRITUCK COUNTY JOB DESCRIPTION

**JOB TITLE: SENIOR CENTER COORDINATOR ASSISTANT
SENIOR CITIZENS CENTER DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, assists with the planning and coordination of activities and programs at the County's Senior Centers, multi-purpose centers which serve as a focal point for recreational, health, and educational services for the County's elderly. Employee is responsible for promotional activities, activity coordination, social interaction, scheduling, and the preparation of required reports. Employee is also responsible for ensuring that the facility is safe and well maintained. Reports to the Senior Center Coordinator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Promotes educational, health, and recreational activities, classes and lectures; encourages elderly participation in scheduled activities.

Creates a monthly newsletter and calendar and faxes them to the Coordinator for approval.

Receives all phone calls and answers the callers question; greets public that enters the Senior Center buildings; opens/closes the Senior Center.

Prepares food/drink for the members of the center;

Takes temps. of incoming meals (Cong. And Home Delivery Meals) daily.. Record temps. and fax to Albemarle Commission.

Records any issues or concerns with food served to Coordinator and Albemarle Commission Nutrition Director.

Assures all health and food regulations and standards are met at the site and maintains these standards while meals are served and packaged.

Clean up duties include sweeping, mopping, wiping tables and chairs, clean pots and pans and utensils, etc.

Take lunch reservations and order for the seniors at the site and home delivery meals for Grandy drop off and Powells Point ,faxPoint, fax to Albemarle Commission daily. Meets catering staff: monitors and accepts food delivery based on amount, quantity and quality.

Prepares food service line for serving meals.

Supervise portioning of food onto plate by volunteers.

Provide assistance to participants who have difficulty walking or carrying trays.

Set up coffee and tea and table condiments.

Register and file all new members; assess yearly.

Making sure all forms are filled out properly.

Prepares daily and monthly reports for Albemarle Commission pertaining to the food. Daily reports of volunteer hours document the attendance at the site; keep bulletin boards up to date.

Transports individuals to and from activities, programs, and services, as necessary.

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Maintain Center video/book libraries, updating them with current publications.

Count money and make deposits from program income and deposit at the bank for Albemarle Commission.

Identifies senior citizens not in programs and promotes their participation in Senior Center activities and programs.

Maintains inventory of products; let Coordinator know what has to be ordered in the way of supplies Gets approval from Coordinator to purchase items that is needed at the site.

Informs Coordinator when there are behavior problems with clients.

Inform Coordinator when things break down.

Purchase food item when needed

Organize a monthly Birthday Party for the seniors

Drives the County Vann and takes Seniors on Day Trips

Explain rental policies and books all rental request, collects money, documents all paperwork required for rental.

Goes to the post office and the Bank

Operates Various office machines

Recruit and train volunteers

Hold a fire drill 4 times a year, document document paperwork on drill and fax to Albemarle Commission.

Delivers frozen meals (2 weeks supply) to seniors that need it.

ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Operating local nutrition site.

Performs custodial work as necessary.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 1 to 2 years of experience in administrative or program work in a human services field; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including typewriters, adding machines, copiers, etc. Must be able to exert up to 50 pounds of force occasionally, and/or a 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant

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degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, records, forms, schedules, calendars, etc. Requires the ability to prepare correspondence, records, reports, advertisements, forms, calendars, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide.

Form/Spatial Aptitude: Does not require the ability to inspect items for proper length, width and shape.

Motor Coordination: Does not require the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of office equipment, communications equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of common Senior Center programs.

General knowledge of state and local ordinances and codes administered concerning work with the elderly.

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General knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Ability to deal tactfully and firmly with co-workers and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Knowledge of Food Service.