



Town of New Milford Personnel Department

10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031

JOB CLASSIFICATION DESCRIPTION

Job Title: Program Coordinator
Department: Senior Center

Full Time-Exempt
Non-Union
40hrs/wk

General Statement of Duties: The Program Coordinator is responsible for informational, educational, recreational and social programs and personnel for those programs. She/he plans, promotes, organizes and administers a comprehensive program for the Senior Center. The Coordinator carries out policies of the Commission on Aging and Director of the Senior Citizen Services, and works in cooperation with the Senior Center staff.

Supervision Received: Works under the direction of the Director of Senior Citizen Services and the Commission on Aging. Reports to the Mayor and the Chairman of the Commission in the absence of the Director

Supervision Exercised: Acts as the Director in the Director's absence. Over seeing operations and personnel assigned to informational, educational, recreational and social programs, including part-time instructors, professional presenters and community and senior volunteers as well as those performing contractual services.

General Duties for the Senior Center Department:

Program Planning and Development

- Plans and executes informational, educational, recreational and social programs designed to meet the requirements and interests of the diverse senior population of New Milford and fulfill the goals and objectives of the Commission on Aging.
- Consults on a regular basis with the Senior Center staff, Advisory Board, Commission on Aging, seniors and community members and agencies to assess program-related interests and resources for programs.
- Recruits, selects and supervises volunteer and/or paid personnel to conduct programs and/or classes; Maintains appropriate records and billing associated with these programs.
- Responsible for establishment of program budget for Senior Center in consultation with the Director.

Program Promotion

- Prepares a monthly calendar of events and works with staff and volunteers to ensure timely preparation & distribution of newsletter.
- Conducts ongoing publicity for Senior Center programs and services through local, regional, and social media; develops and maintains ongoing contact with media representatives to determine interests and ensure coverage.
- Utilizes any and all other community contacts to publicize and promote programs and events, such as religious congregations, service organizations and others..
- Researches ways for the center to attract older persons, induces such agencies and organizations to make the resources available to the center. Stays current with issues affecting senior citizens and programming.

Outreach/Networking

- Develops and maintains ongoing relationships with liaisons in local public and private schools and other community program partners as a means to developing intergenerational programs.
- Plans periodic events designed to introduce seniors to the Center and enlists volunteer assistance in planning and presentation of these events.
- Develops and maintains contact with medical and health personnel, town and community agencies and organizations and business/commercial organizations.
- Conducts periodic recognition events for senior and non-senior community volunteers.

Additional Responsibilities

- Solicits and encourages ongoing feedback as a means of evaluating programs.
- Works with staff and participants to promote an attractive and welcoming environment at the Senior Center.
- Ability to work evenings, and/or weekends on occasion.
- Performs other duties as assigned that are both necessary and appropriate.

Knowledge, Skills and Ability:

- Knowledge of the goals and objectives of the Commission on Aging.
- Demonstrated experience in planning and directing recreational and educational programs.
- Understanding of the informational, educational, recreational and social needs of the elderly community and the ability to meet these needs with innovative and varied programs.
- Demonstrated ability to supervise personnel, create performance metrics, and provide feedback and coaching.
- Demonstrated experience in volunteer recruitment, training, and supervision.
- Demonstrated ability and experience in community outreach and media relations.
- Demonstrated ability to work with Senior Center staff, Advisory Board and Commission on Aging members, elders, Town Officials, employees and the general community in a professional, effective, and courteous manner both in person and over the phone;
- Demonstrated superior verbal and written communication skills.

- Demonstrated ability to meet deadlines and prioritize work projects.
- Demonstrated ability to work in an office setting subject to continuous interruptions.
- Demonstrated experience working with a wide diversity of people in such a manner as to encourage engagement and compliance.
- Demonstrated computer literacy with Google/Windows run programs, email, Internet access, and the ability to learn new programs as needed.

Education, Training and Experience:

- A Bachelors Degree in related field required.
- 3-5 years experience developing community programs preferred.
- Veterans preferred.
- Demonstrated ability to supervise as a result of prior experience.

Working Conditions, Physical and Mental Requirements: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate for your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception		X		
Standing		X			Color Distinction				X
Walking		X			Peripheral Vision				
Sitting			X		Driving		X		
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)		X		
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions:				
Kneeling		X			Cold (50 degrees F or less)	X			
Crouching		X			Heat (90 degrees F or more)	X			
Crawling	X				Temperature Changes		X		
Reaching		X			Wetness	X			
Handling		X			Humidity	X			
Grasping		X			Extreme Noise or Vibration		X		
Twisting		X			Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids	X			
Repetitive Motion			X		Exposure to dampness	X			
Hand/Eye/Foot Coordination			X		Confinement to a Small/Restricting Area	X			
Visual Acuity/Near			X		Mechanical Hazards	X			
Visual Acuity/Far			X		Physical danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary

Approved by Commission on Aging, Town Council, 11/99

Updated by Commission on Aging, Personnel, 6/04 (wage and hour standards)

Updated by Commission on Aging/Town Council, 2/2005

Updated by Commission on Aging, 3/31/05 (Assistant Director)

Updated by Director, Personnel 4/21