



SENIOR CENTER COORDINATOR

Reports to: Senior Center Manager

About SOA:

Looking for a great opportunity at a casual, fun organization committed to serving older adults within the community? The person in this position must enjoy working in a small, entrepreneurial environment that is mission-driven, results-oriented, and focused on community. At Serving Older Adults of Southeast Wisconsin, Inc (SOA), we envision a community where every adult 50 and better will be connected to the resources they need, and the opportunities that interest them, throughout the aging process. SOA manages five Senior Centers for Milwaukee County and creates and delivers educational, social, and recreational activities for older adults, including lunch five days per week. We offer an innovative program, Tech Connect for Older Adults, to better serve our participants and their technology needs. To learn more about SOA, please visit our website at <https://servingolderadults.org> and visit our Facebook page.

Position Summary

In conjunction with the Senior Center Manager, the Senior Center Coordinator is part of a team that runs a welcoming and inclusive center for older adults and develops, plans, and implements comprehensive educational, social, and leisure activities for older adults.

Responsibilities

- Brings in experts to inform older adults on a variety of topics including health and wellness, aging in place, and other relevant topics. Does event planning and sets up outings and trips.
- Works closely with the Senior Center committees to listen to the needs of older adults and to bring activities to the Senior Center to address those needs.
- Recruits, supervises, and works with volunteers and paid instructors, to always ensure an effective team. Negotiates contracts with paid instructors and implements the contracts in a timely manner. Holds volunteer recognition and appreciation events.
- Writes and designs promotional material for activities, along with photographing older adults at the Senior Center for both in-house use and for the monthly activities guide.

- Working with the development department, increases outreach and promotion of activities through using marketing sources such as social media.
- Expands collaboration with community partners to bring in speakers on relevant topics, and to obtain funding for some activities.
- Daily interaction with older adults in a positive manner.
- Responsible for the collection of, and reporting of money and credit card use for all activities that generate income at the Senior Center.
- Writes, compiles, and delivers reports in an accurate and timely manner.
- Compiles and enters data into computer system.
- Monitors supplies for the office, for activities, and for other needs.
- Operates audio/visual equipment.
- Assists in the Senior Center operations where needed. Occasionally will be the backup when other staff members are absent such as the Senior Center Manager, the Senior Meal Site Supervisor, the Receptionist, or the Custodian.
- Other duties as assigned.

Qualifications

- Associate Degree in a related field is preferred.
- One year of programming educational and leisure activities for older adults is required.
- Must be computer proficient.
- Ability to successfully develop, plan, and manage a variety of educational and leisure activities for older adults.
- Working knowledge of the equipment, facilities, operations, and techniques used in activities for older adults is desirable.
- Demonstrated working knowledge of the community resources and agencies geared to the needs and interests of older adults.
- Ability to establish and maintain effective working relationships with all.
- Good written and oral communication skills, and good organizational skills.
- Ability to be self-directed and to show initiative.

- Ability to be an effective public speaker.
- Must be tactful, courteous, and respectful at all times.
- Must be able to work well with people from all cultures and backgrounds.
- Occasional evenings and weekend work required.
- Must have a valid driver's license, access to a vehicle, and adequate vehicle insurance.
- From time to time, may assist in moving and arranging furniture and equipment and setting up areas and rooms for special events and activities.
- Must be able to stand for periods of time, sit for periods of time, walk for periods of time, lift and carry up to 25 pounds, use a keyboard and computer screen for periods of time, push and pull carts of items for periods of time, and use a fax machine, copier, telephone, cell phone, and other office equipment for periods of time.
- Must be certified in Food Safety within 60 days of hire.
- Must be able to become CPR certified, AED certified, Blood-Borne Pathogens certified, and any other necessary certifications, within 180 days of hire date.