



Position Title: Senior Center Coordinator
Reports To: Senior Center Manager
FLSA Status: Non-Exempt, Full time
Hourly Rate: \$17.50 - \$18.00

Position Summary

The Senior Center Coordinator supports the daily operations of an SOA-managed senior center, helping to create a welcoming, inclusive, and engaging environment for adults age 50 and better. This role is responsible for developing, planning, and coordinating educational, social, recreational, and wellness programs that align with the Eight Dimensions of Wellness and SOA's mission. The coordinator engages participants, supports volunteers, ensures accurate program reporting, and contributes to the overall quality and effectiveness of senior center services.

Key Responsibilities

Program Coordination & Delivery

- Plan, coordinate, and implement diverse activities and programs that address the needs and interests of older adults.
- Engage experts, instructors, and community partners to provide relevant classes, workshops, and events (e.g., health and wellness, lifelong learning, recreation, arts, cultural programs).
- Ensure programs reflect the Eight Dimensions of Wellness and participant feedback.

Participant Engagement & Community Outreach

- Build positive relationships with participants through daily interaction and responsive customer service.
- Work with advisory committees to identify participant needs and guide program offerings.
- Promote programs through newsletters, flyers, social media, and other outreach tools in collaboration with SOA's development/communications team.

Volunteer & Instructor Support

- Recruit, train, schedule, and support volunteers and instructors.
- Coordinate volunteer recognition and appreciation activities.
- Negotiate and implement instructor contracts as needed.

Operations & Reporting

- Collect, record, and report participant data, activity attendance, and program revenue in compliance with SOA and Milwaukee County requirements.
- Manage activity-related funds, credit card transactions, and deposits accurately and responsibly.
- Maintain supplies, equipment, and technology needed for activities and events.
- Provide backup support for other roles when necessary (e.g., Senior Center Manager, Dining Site Coordinator, Custodian, Receptionist).

Facilities & Safety

- Assist with room set-up, audio/visual equipment, and supplies for activities and events.
- Support adherence to safety, sanitation, and emergency procedures

Qualifications

- Associate degree in a related field preferred.
- At least one year of experience developing or coordinating educational, leisure, or wellness programming for older adults.
- Knowledge of community resources and services for older adults.
- Strong organizational, communication, and interpersonal skills.
- Ability to work effectively with diverse populations, volunteers, and community partners.
- Computer proficiency and ability to prepare accurate reports.
- Must be self-directed, adaptable, and able to manage multiple priorities.
- ServeSafe certification required within 60 days of hire.
- CPR, AED, and Bloodborne Pathogens certifications required within 180 days of hire.
- Valid driver's license, access to a vehicle, and insurance required.
- Occasional evenings and weekends required

Physical Demands

- Ability to stand, sit, and walk for extended periods.
- Ability to lift up to 25 pounds and move program equipment and furniture for events.
- Ability to push/pull carts, bend, squat, and reach as needed

Current openings at Clinton & Bernice Rose Senior Center, 3045 N. Dr Martin Luther King, Jr. Drive, Milwaukee, WI 53212 and Wilson Park Senior Center, 2601 W. Howard Avenue, Milwaukee, WI 53221