

Job Description

Job Title: Program Coordinator	Program: Arts, Volunteers, Dining
Reports to: Executive Director	Date Written: March, 2012
Written by: Lynne Pederson	Date Last Updated: January, 2020 April, 2022

1. Primary Purpose

Promote the health and wellness of adults 50+ through their involvement with the programs and services offered by Northfield Senior Citizens, Inc. Assist the staff team in managing the programs at FiftyNorth. Provide leadership, oversee and supervise the Arts, Volunteer, and Dining programs and activities.

2. Diversity and Inclusiveness Accountability Standard

Develop and maintain sensitivity to employee and customer diversity in the workplace. Behave in ways that demonstrate respectful treatment of other employees, members, volunteers, and customers. Develop cultural competence related to the services provided.

3. Essential Job Functions

Essential Job Function	Tasks Undertaken to Accomplish the Essential Function
Understand the overall FiftyNorth operations and programs to assure programs are well managed and developed to satisfy members.	<ul style="list-style-type: none"> Greet and meet new and current members; develop working relationships with members; take the time that is needed to listen to members for program ideas, etc.. Communicate ideas, issues, solutions with staff to develop programs and events
Plan and implement programs and events.	<ul style="list-style-type: none"> Work with staff team and members to assure cost effective, quality programs are offered that fit the need and desire of the members. Evaluate programs to determine balance between on-going programs, new trends, and planning for growth. Involve others – members, staff,

		community members in creating ideas, for programs, and events.
Develop, oversee Volunteer program		<ul style="list-style-type: none"> Recruit, retain, and recognize volunteers. Work closely with income producing programs that are dependent on volunteers.
Oversee a volunteer data base information system		<ul style="list-style-type: none"> Collect member information and assure that it is registered into data base system. Develop and implement ways to collect data, such as: new member groups, surveys, interest sheets, etc. Assure that record keeping systems are in place and current Assist co-workers in the development of groups and selection of individual volunteers
Communicate and market programs and events		<ul style="list-style-type: none"> Place information in newsletters, flyers and posters. Work with other staff with advertising plan.
Develop programs with community groups, agencies, schools, etc.		<ul style="list-style-type: none"> Determine ways that programs can be coordinated with community groups. Form cohesive working relationships with community organizations and groups.
Strengthen the sense of community to achieve and maintain member satisfaction		<ul style="list-style-type: none"> Promote and support member interaction and community participation Be friendly, respectful and helpful in providing customer service. Develop relationships with members in Center and community Determine how members' talents and skills can be utilized
Participate and function effectively as a team member		<ul style="list-style-type: none"> Participate in and be prepared for staff meetings Form cohesive working relationships with co-workers Assist and participate in planning meetings. Provide assistance with member issues and questions, conduct Center tours. Assist with general tidiness of Center

		spaces. <ul style="list-style-type: none"> • Other duties as assigned
--	--	-----------------------------------------------------------------------------------------

4. Other Job Duties

Identify any other job duties that are a part of the job, but are not considered essential to the job.

- Be knowledgeable of the wellness program operations
- Complete duties as assigned

5. Scope of Position

Scope of Responsibility	Indicate level of responsibility
Number of Direct Reports	1 staff; hundreds of members
Program Budget Responsibility	Programs
Annual Number of Customers served	1000

6. Education Requirements

Degree	Field of Study	Required	Preferred
HS Diploma or GED		X	
HS plus specialized training			
Associates Degree			
Bachelors Degree	Therapeutic Recreation; Social Services; Human Services; Management; Gerontology; Education, Arts		X

Can experience be exchanged for education? X yes no

Strongly related work experience of at least 3 years may be exchanged for Degree requirement

7. Certification, licensure, or registration

Indicate below the type of certification, licensure, and/or registration that is required or preferred to perform the job.

Type	Required (check if yes)	Preferred (check if yes)
<input checked="" type="checkbox"/> None		
<input type="checkbox"/> Certification	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Licensure MN Drivers License	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Registration	<input type="checkbox"/>	<input type="checkbox"/>

8. Work Experience

Check the box that identifies the amount of previous work experience required for a new incumbent in this job.

- Less than six months
- More than six months but less than one year
- One year to less than three years
- Three years to less than five years
- Five years to less than ten years
- Ten years or more
- Other (please describe)

Describe type of experience required. Developing programs, volunteering and or working with volunteers in community, older adults, social services, therapeutic recreation, volunteer services, non-profit human services organization, schools, or other services organization.

9. Other Specialized Knowledge or Skills

- Knowledge and use of computer programs including word, excel, VISTA, Quick Books, Publisher, etc.
- Experience working with volunteers and the public.
- Demonstrated organizational and time management skills
- Good oral and written communication
- Skill in working with diverse populations.
- Ability to multi-task
- Ability to keep calm during stressful situations
- Experience working in a non-profit organization

10. Working Conditions

Describe any unpleasant conditions or potential hazards in the work (e.g. continuous cold, heat, dust, aggressive clients) and the frequency.

Exposure to Unpleasant Condition or Hazard	Frequency
Exposure to challenging situations	Monthly