

## JOB ANNOUNCEMENT

### Program Coordinator – Friendship Senior Center

The Program Coordinator assumes responsibility with the Director to plan, schedule and execute all programs at our center working exclusively with a physically and frail population.

#### Responsibilities:

Conduct activities; coordinate and manage special programs survey of mental health programs on a regular basis. Actively coordinate and manage special programs and events. Manage the recruitment, maintenance and recognition of volunteers. Actively encourage seniors to share their talents and skills with others.

Prepare flyers, newsletters and other forms of publicity. Plan, coordinate and maintain records for all trips. Maintain up to date attractive bulletin boards within the facility. Accompany seniors on recreational trips. Assist in maintaining contractual obligations with funding sources. Assist in conducting advisory council meetings. Other duties as required

#### Record Keeping/Clerical Responsibilities:

Maintain up to date record information regarding attendance for all program activities. Maintain up-to-date inventory of supplies and equipment. Monitor membership registrations.

Manage submission of monthly MIS and program reports to funding sources

Cooperate with all units/programs at other senior adult sites. Work and maintain a cooperative relationship with other program coordinators at sister sites and community partners

#### Education and Qualifications:

BA/BS degree with minimum of one-year experience in a senior setting; or four (4) years' experience in a social service or human service field as a program assistant preferably with seniors. Ability to work independently, computer literacy a must.

The **Jamaica Service for Older Adults, Inc., (JSPOA)**, is a human service agency servicing elders and their families. The Program Coordinator, reports to the Center Director and is responsible for the daily program and operations. This is a DFTA funded program designed to provide quality services to all eligible senior clients.

This is a full time position and offers a competitive salary with a comprehensive benefits package

Please forward resume and salary requirements to:

employment@jspoa.org

or

Fax to: Attention: Human Resource Department: 718-657-6756