



Program Coordinator/Driver

Reports to Senior Services Manager

Skills/Qualifications include but are not limited to:

- Two years training or experience in the field of gerontology, recreation, sociology, psychology or a combination of professional background, training, and experience in activities development and coordination, preferred.
- Computer experience with Microsoft Office; Internet and email programs, required.
- CPR Certified/First Aid Certified
- Valid driver's license and reliable personal transportation with proof of insurance required.
- Vehicle operator must have a signed statement from a licensed physician, with specific requirements in order to meet transportation service specifications of funders.
- Must have commitment to the elderly.
- Knowledge of community resources and of social service referral procedures and knowledge of benefits appropriate to the geriatric population, such as Social Security, Medicare, Food Stamps required.

General Function includes but is not limited to:

- Coordinates and facilitates the activities and delivers the support services of the Senior Center.
- Works directly with participants in program activities.
- Coordinates the Senior Services volunteers.
- Responsible for the monthly calendar of events, arranging trips, and speakers with approval of the manager.
- Advocates on behalf of seniors to obtain specific medical and social services to clients who request assistance.
- Refers individuals to the specific agencies that can provide the needed services
- Arranges transportation for seniors to agencies, shopping and other activities, doctor appointments, as available.

Job Type: Full Time: \$12.00 /hour