

CITY OF BERLIN  
POSITION DESCRIPTION  
FOR  
**ASSISTANT SENIOR PROGRAMMING COORDINATOR**

<b>DEPARTMENT:</b>	Cultural Recreation and Education – Senior Center
<b>DIVISION:</b>	Senior Center
<b>SUPERVISOR:</b>	Senior Programming Director
<b>SHIFT/HOURS:</b>	20-25 hrs/week as needed
<b>CATEGORY:</b>	Two (2)
<b>SALARY SCALE:</b>	Grade

**JOB SUMMARY**

The Assistant Senior Programming Coordinator assists with the planning and coordinating of senior programs and events. This position works with various agencies to provide services and event planning for older adults, performs basic record keeping and bookkeeping functions, works with public relations, and facility/staff coordination. This position also cross-trains with the Assistant Recreation Coordinator.

**ESSENTIAL JOB FUNCTIONS**

- (1) Plan and coordinate senior special events, programs, tours and trips.
- (2) Develop, maintain and publish senior event and nutrition calendars as needed.
- (3) Develops and maintains a positive working relationship with staff and seniors to promote a pleasant environment for the community.
- (4) Maintain senior center décor, including festivity decorating and maintain bulletin boards as needed.
- (5) In the absence of the director, assumes appropriate director responsibilities to ensure the Senior Center runs smoothly.
- (6) Work with the director and the mealsite manager on any county processing reports necessary.
- (7) Aids the director in promotional efforts of the senior center.
- (8) Handle basic bookkeeping functions for the center as directed.

- (9) Reception duties, including center calls, transportation requests, and coordinating volunteers.
- (10) Attend Committee and/or Commission meetings as requested or directed.
- (11) Performs other duties as needed or assigned, including helping in the kitchen.

## **SKILLS & QUALIFICATIONS**

- (1) The knowledge and ability to coordinate and manage promotional activities pertaining to senior programming and adult and youth recreational programs, including special event planning and coordination.
- (2) PC literacy including working knowledge of software including: Internet Explorer, Microsoft Word, Excel, PowerPoint and Publisher. Working knowledge of QuickBooks or equivalent, are a plus.
- (3) The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships as well.
- (4) Ability to provide basic bookkeeping functions efficiently.
- (5) Considerable knowledge of the field of aging and understanding of aging problems.
- (6) Knowledge of community, state and federal resources and agencies providing service for older adults.
- (7) Strong interpersonal, communication, and organizational skills.
- (8) Valid Driver's License.

## **PHYSICAL DEMANDS**

- (1) Ability to occasionally lift and carry heavy objects of 10-50 lbs.
- (2) Ability to sit continuously for long periods of time, and occasionally reach above shoulders and bend.
- (3) While performing the duties of this job, the employee is frequently required to talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand and walk.
- (4) Eye-hand coordination is necessary to operate various pieces of equipment.