Job Posting

Department:	Franklin County Human Services
Organization:	Franklin County Area Agency on Aging
Job Code / Title:	Senior Center Coordinator
Position Number:	05
County:	Franklin
Headquarter City/Address: (Work Location)	218 North Second Street Chambersburg, PA 17201
Type of Job:	Merit
Union:	None
Bargaining Unit:	None
Seniority Position:	
Type Position:	Full Time
Salary Range:	$12.55
Pay Range & Step:	7
Posting Length:	5 Business Days
Posting Dates:	07/21/2016 – 07/28/2016
Contact Name / Number:	Charles Martin III / (717)261-3150
Additional Information:	37.5 hours per week
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	07/28/2016

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Promotion
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement
- Merit System

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Three months of experience in providing direct services in a human services, education or a community based setting to the aging population or to individuals from various cultures and socio-economic backgrounds or to individuals who have physical, intellectual or emotional disabilities; or
Any equivalent combination of experience and training.

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2. County of Franklin Approved Additional Special Requirements: None

3. Must be eligible for selection in accordance with Merit rules.

HOW TO APPLY – ALL CANDIDATES:

The following materials must be mailed and postmarked on or before 07/28/2016. Late applications will not be accepted.

1. Completed County of Franklin Employment Application, (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please send applications to:

Attn: Charles Martin III 218 North Second Street, Chambersburg, PA 17201

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

FRANKLIN COUNTY

SENIOR CENTER COORDINATOR

Position Description Non-Exempt

OVERALL OBJECTIVE OF JOB

To coordinate the activities, staff and volunteers of the Senior Center.

ESSENTIAL FUNCTIONS OF JOB

1. Initiates, arranges, plans and conducts educational and recreational programs at the Senior Center; organizes a monthly activity calendar.
2. Coordinates meal programs for the Center and assures meals contain nutritional values.
3. Ensures meals are properly delivered to home based clients and that adequate drivers are available for transporting meals.
4. Coordinates public relations, transportation, information and referrals in regard to the Center.
5. Counsels and advises Center members in regard to needed resources, or to settle disputes.
6. Recruits, trains, supervises staff and volunteers for the Center; maintains effective volunteer staff and programs for the Center.
7. Establishes and maintains Center Council to assist in development and attainment of goals; holds meetings and supervises activities and members of Council; provides for replacement members as needed.
8. Maintains accurate records on client documentation, programs and financial data and other required information regarding the operation of the Center.
9. Provides case-aide service to elderly within the area and assists elderly in obtaining needed community services.
10. Maintains effective working relationships with AAA, AARP, area businesses and others.
11. Assists with the financial responsibilities of the Center and its activities and purchases supplies and food as needed.
12. Makes contacts with other agencies and promotes use of Center and programs, publishes informational monthly newsletter for members and area groups.
13. Makes bank deposits as required.
14. Utilizes or oversees the safe use of kitchen equipment, i.e., steam tables and cooking stoves.
15. Teaches volunteers proper handling and packaging of food and delivery routes to homebound clients.
16. Provides referral services to Center participants.

OTHER DUTIES OF JOB

1. Attends meetings, training, and seminars as required.
2. Performs other job-related duties as required.

SUPERVISION RECEIVED
Receives occasional instruction and supervision from Supervisor in regard to daily work duties.

SUPERVISION GIVEN
Supervises the volunteers at the Center as required.

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I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF SENIOR CENTER COORDINATOR AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

_____ _____
(Signature of Employee) (Date)

_____ _____
(Signature of Supervisor) (Date)

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.