

Job Posting

Organization:	Franklin County Area Agency on Aging
Job Code / Title:	Senior Center Coordinator (Floater)
Type Position:	Part Time
Salary Range:	\$18.76
Pay Grade:	12
Posting Length:	10 Business Days
Posting Dates:	03/22/2024 – 04/08/2024
Contact Name / Number:	Charles Martin III / (717)261-3150
Job Description:	See Attached

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.

2. County of Franklin Approved Additional Special Requirements: None

HOW TO APPLY – ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 04/08/2024. 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 interested in applying, please send applications to:

Attn: Charles Martin III, 272 North Second Street, Chambersburg, P.A. 17201

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.

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

FRANKLIN COUNTY

SENIOR CENTER COORDINATOR

Revised: 06/29/2022

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, to include ServSafe food handling practices.
16. Provide Health & Wellness programming for the center, including: being trained in at least 1 health and wellness program; facilitate health and wellness programming within the center, each year; and complete data entry within 30 days of a health and wellness program completion.
16. Provides referral services to Center participants.

SENIOR CENTER COORDINATOR

Page 2

Position Description

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.

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.