­­­

LESLIE HENNESSEY, Director

**Town of South Hadley**

**Council on Aging Department**

**Council on Aging Program Coordinator**

**Position Purpose**

The Town of South Hadley’s Council on Aging seeks a dynamic, qualified applicant for the full- time position of Program Coordinator to support and expand the programming for the new state of the art Senior Center in South Hadley.  The successful candidate must possess strong decision-making skills, have an attention to detail and have strong interpersonal and computer skills. The successful candidate must have the ability to work independently and self-sufficiently, have an open attitude and eagerness to learn new things and have a commitment to enhancing the lives and wellbeing of older adults.

**Supervision**

Reports directly to the Council on Aging Executive Director. The Program Director oversees program personnel as required.

**Duties and Responsibilities**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

The Program Coordinator, assists the Executive Director in planning, organizing and implementing a variety of educational and social programs which include wellness activities and special events that support the South Hadley Council on Aging’s mission to promote social, recreational and educational activities and provide advocacy and assistance to South Hadley older adults and their families.

The Program Coordinator is responsible for the day-to-day administration of various programs and events inclusive of marketing, promoting participation, evaluating effectiveness and maintaining statistical data and is responsible for center publicity and promotes center functions.

Assists in the planning and coordination of events, programs, lectures, activities, and trips to ensure a positive experience for participants, performers, instructors, and guest speakers. Communicates details with Senior Center staff and volunteers.

Widely promotes programs and services provided by the Senior Center through public relations, including but not limited to the monthly newsletter, press releases, flyers, announcements, website/social media updates, My Senior Center, and phone calls. Maintains relationships with media contacts for the purpose of education, advocacy, and networking.

Maintains relationships with all group liaisons, instructors, service contractors, supporting staff, guest facilitators, as well as multiple peer group committees and community groups to identify and plan relevant programming.

Stays current with trends in programs and activities for older adults through research, workshops, conferences, and peer connections. Attends related meetings.

Must be computer literate in Word, Publisher, Excel, Photoshop, or other relevant computer programs. Responsible for all center digital and hard copy material.

Assists with general customer support in a team structured environment.

Performs similar or related work as required, directed, or as a situation dictates.

**Knowledge**

Knowledge of gerontology and social services systems and programs; knowledge of federal, state, and regional services and local resources; knowledge of computer software; working knowledge of department operations and functions; are all desirable.

**Ability**

Ability to deal appropriately with the public, specifically older adults. Ability to communicate effectively both orally and in writing. Ability to perform detailed work accurately and efficiently within deadlines. Ability to prioritize multiple tasks and deal effectively with interruptions. Ability to maintain sensitive and confidential information. Ability to work as part of a team to solve in diverse situations and with diverse personalities.

**Skill**

Strong customer service skills. Strong planning and organizational skills. Strong computer skills. Strong interpersonal and problem-solving skills.

**Physical Requirements**

This position requires the employee to walk, stand, sit, speak, and hear; uses hands to finger, handle, feel, or operate objects, tools, or controls; must reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 50 pounds such as tables, chairs, equipment, and supplies. Ability to operate a motor vehicle.

**Job Environment**

Work is performed under typical office setting and at the Senior Center. Work environment is moderately noisy with frequent interruptions. Work involves attendance at evening meetings, programs, and weekend events.

Operates an automobile, computer, telephone, copier, and other standard office equipment.

**Education, Training, and Experience**

Bachelor's degree in Social Services, Human Services or related field and two years’ experience in designing, promoting, and implementing programs geared to the senior population, one year of which is at a supervisory level preferred; or any equivalent combination of education and experience.

Must possess a valid Massachusetts Driver’s License, Class C. Ability to meet CORI standards as set by state statutes and EOEA regulations.

This is a full-time, 40 hour a week, benefited, union position part of a collective bargaining unit with the Town of South Hadley.

Days and hours of work are typically Monday through Friday, 8am to 4:30pm. Evening hours are extended until 7:00pm on Tuesdays. Future hours will include some weekend hours. Salary range for this position is $ $42,000-49,000.

More information can be found by clicking the link here https://www.southhadley.org/jobs.aspx

Please email cover letter and resume in one PDF to Michelle Parent, HR/Benefits Administrator.

Position will remain open until filled.

Demonstrated ability to manage deadlines and to make decisions

Leslie Hennessey

Executive Director

South Hadley Council on Aging

45 Dayton Street

South Hadley, MA 01040

413-538-5030

[lhennessey@southhadleyma.gov](mailto:lhennessey@southhadleyma.gov)