



## Program Coordinator Job Description

### Summary:

The Program Coordinator will work under the supervision of the Center Director of one of the Allen Community Senior Citizens Centers. The Program Coordinator will be responsible for the overall program activities, education/recreation, maintaining of daily records, receipts, and reports for contributions of meals.

### Responsibilities:

- Monitor and record daily activity logs for education/recreation and other activities.
- Record daily and weekly meal reports/receipts including units and contributions.
- Record weekly fund-raising contributions/receipts.
- Manage center inventory including office/printing supplies and equipment.
- Assist program staff in education/recreation activities as needed.
- Draft and compose monthly newsletter.
- Maintain positive working relationships with senior center staff and participants.
- Assist with the maintenance of files, charts, and client databases.
- Work cooperatively with other community-based organizations.
- Establish and maintain effective working relationships with internal and external partners.
- Perform related duties to meet the needs of the programs and individual clients.
- Maintain flexibility and teamwork in a fast-paced, demanding work environment.
- Perform clerical tasks as needed.
- Make daily wellness calls to clients.
- Assist in the execution of food deliveries to local sites with team.

### Qualifications:

- Bachelor's Degree in Social Work, Recreation Administration, Therapeutic Recreation, Psychology, Gerontology, Human Services or related social service degree.
- 2 - 3 years of professional experience in the planning, development, and/or administration of programs and services for the elderly
- Familiar with general office work; Microsoft Office; Computer skills a plus.
- Have an interest in working with older adults.
- Bi-Lingual ability a plus, but not necessary.

**Job Type:** Full-time

**To apply, send resume to:** [mynesha.rogers@allencnp.org](mailto:mynesha.rogers@allencnp.org)

**Allen Community Senior Citizens Centers**

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