



Town of Pepperell

Activities Coordinator

Job Description

Job Title: Activities Coordinator

Department: COA

Supervisor: Nandi Munson

Salary:

Hours Worked: 19 Hrs./Week

FLSA Status: Non-Exempt

ACTIVITIES COORDINATOR

Position Purpose:

The purpose of this position is to perform administrative and organizational work in planning, implementing and overseeing all recreational, social and wellness activities of the Council on Aging. The Activities Coordinator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas controlled under this position. The Activities Coordinator assists the Director as needed; performs all other duties as required.

Supervision:

Supervision Scope: Exercises independent judgment and initiative in the planning, administration and execution of the department's programs and services.

Supervision Received: Works under the supervision of the Council on Aging Director, referring all issues/concerns to supervisor. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: Supervises volunteers on specific activities and events. Acts as liaison with instructors of classes.

Job Environment:

Majority of work is performed at the Albert Harris Center (Pepperell Senior Center). Work is performed under typical office conditions; work environment is moderately noisy. Work is also performed at other buildings in and around Pepperell and on field trips.

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

Makes regular contact with the Town's elderly, instructors, the general public, other Town departments and officials, and state and local agencies. Contact requires persuasiveness and resourcefulness to influence the behavior of others, as well as a high level of tact, understanding, and patience when interacting with the elderly.

Has access to department related confidential and/or sensitive information about elderly and low-income clients including financial and medical records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.

Errors in judgment could result in hardship to the Town's elderly population, have financial repercussions, lower standards of service to the community, and negative public relations for both the department and the Town.

Essential Job Functions:

(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.)

Coordinates all recreational, social and wellness activities of the Council on Aging. Plans and implements new activities. Assists the Director as needed.

Recruits instructors, assures that instructors and participants are kept informed of all changes, and schedules a substitute instructor when necessary.

Assures that current signup sheets are available and that all participants sign in appropriately at the computer check in station.

Inputs all information on participation in computer. Maintain current list of participants in each activity and their phone numbers.

Assures donation basket is available and encourage participants to use it. Keeps activity area clean and attractive.

Promotes activities through flyers, press releases, public service announcements, Council of Aging (COA) newsletter and other means to keep attendance high. Assures that all materials and equipment for planned activities are available and/or set up.

Communicates with the Coordinator of Volunteers regarding help with activities. Order all necessary office and Janitorial supplies.

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

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's Degree or college-level course work preferred; a minimum of three (3+) years of experience developing and supporting programmed activities, and/or working with the elderly, or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Knowledge of program development, promotion and implementation. Knowledge of the aging process and appropriate programs for the elderly. Working knowledge of computer applications used in office administration and public relations.

Ability: Ability to develop, implement and supervise recreational, social and wellness programs. Ability to interact with elders in a sensitive manner. Ability to maintain confidentiality. Ability to establish and maintain effective and harmonious working relationships with participants, instructors and the general public. Ability to communicate effectively in written and oral form. Ability to prioritize multiple tasks and deal effectively with interruption. Ability to operate standard office equipment.

Skill: A high-level of patience working with elderly. Organizational skills. Excellent customer service and organization skills, effective time-management skills, excellent written and verbal communication skills, excellent computer skills including MS Office applications, skill in the use of the above-mentioned equipment.

Physical Requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

Employee is frequently required to walk, stand, sit, talk, and hear; use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms as in physically picking up files, papers, and other common office objects. Employee must occasionally lift and/or move objects weighing up to 30 pounds such as files, books, supplies, etc. Employee must possess the ability to operate a keyboard at a moderate speed. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Equal Employment Opportunity (EEO) Employer

The Town of Pepperell provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town of Pepperell expressly prohibits any form of workplace harassment based on race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Pepperell's employees to perform their job duties may result in discipline up to and including discharge.