

## **OUTREACH ASSISTANT/PROGRAM COORDINATOR TO ACTIVITIES COORDINATOR**

### **Classification: Non-Union/ Part-Time Hourly Position**

#### **Definition:**

Plan and develop various programs and activities for the Council on Aging and all other work as required.

#### **Supervision:**

The Elder Services Director is the Supervisor for all employees of the Council on Aging. The employee generally works independently and consults with supervisor on matters not specifically covered in guidelines.

#### **Work Environments:**

Most work is performed in a relatively quiet environment. Most fluctuations in workload can be anticipated.

Employee can have frequent contact with other town departments, outside agencies and the general public requiring patience, tact and discretion. Contacts are by telephone, in person and in writing. The employee has access to confidential information relative to the residents they are assisting.

Employee operates standard office equipment.

Errors could result in delay of services to residents, and in some instances lead to legal repercussions.

#### **Essential 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.*

- Plan and develop programs to attract senior to the Council on Aging
- Plan and coordinate special events, group trips, and theme dinners to increase usage of the Council on Aging
- Interact with groups in Carver to increase awareness of the Council on Aging activities
- Other duties assigned
- Responsible for planning, writing and mailing the monthly newsletter

#### **Education and Experience:**

High School Diploma and experience in program development and activities for seniors required. Bachelor's Degree and two years experience in elder services preferred.

**Knowledge, Ability and Skill:**

Good verbal and written skills, and the ability to maintain accurate and current records.

Employee must be able to interact with seniors regarding their interests while demonstrating genuine concern for their needs and feelings. Employee must follow up in a timely manner on referrals and concerns while maintaining privacy issues.