



EMPLOYEE NAME:		
Job Title: Olympia Senior Center Coordinator	FLSA Status: Non-Exempt	Department/Location: AWC/Olympia
Reports To: Senior Centers Director	Pay Grade: Step 2: \$14.28-\$20.40/hr	Revision Date: October 15, 2021

POSITIONS REPORTING TO THIS POSITION:
n/a

JOB SUMMARY:
<p>The Olympia Senior Center Coordinator works hands-on with the day-to-day operations at the Olympia Senior Center in ensuring a positive experience for seniors that participate in our programs. In partnership with the Senior Centers Director and the Marketing team, promotes activities through a wide variety of means. The Coordinator is the lead Activities team member for the Lifelong Learning and Academic programs. In addition, the Coordinator also participates in all Activities fundraisers, and takes part in Activities staff meetings and assists the Activities Team with other duties when needed.</p>

DUTIES
<ol style="list-style-type: none"> 1. Oversees the day-to-day operation of the Olympia Senior Center's Activities Department programming. 2. Coordinates an effective learning experience for adult learners enrolled in Senior Services' Life Long Learning and Senior Academy programs, ensuring the program supports the Agency mission and supports the well-being and intellectual development of seniors. 3. Provides a safe place for seniors and helps resolve conflict when it arises. 4. Coordinates with faculty/facilitators in compiling the content in both the Senior Academy Catalog and Lifelong Learning Catalog in a timely manner in order to meet publishing deadlines for the Marketing Department. 5. Recruits and mentors new teachers; provides constructive feedback based on teacher evaluations; observes teachers in the classrooms. 6. Produces the Speaker Series, bringing a diverse pool of speakers to the Olympia Senior Center on a monthly basis, and recruits and schedules various entertainment volunteers. 7. Promotes the program through special events such as Meet the Faculty, Humanities Washington events; Panorama television and by visiting community groups and residential

communities. Publicizes events by making announcements at lunch and as needed; promotes the Activities department internally.

8. Works with the Activities Team in supporting program-wide fundraisers at both the Olympia and Lacey sites such as the Bingo fundraisers and the Rummage Sales. Assists with other departmental and agency-wide events, as needed.
9. Exercises strong interpersonal skills; works well with Activities team members, as well as Organizational staff.
10. Provides backup assistance for the reception office.
11. Participates in staff meetings, in-service trainings and other trainings.
12. Performs other duties as required.

LICENSES OR CERTIFICATION REQUIREMENTS AND PREFERENCES

REQUIRED: Must be bondable. Must pass Washington State Patrol Background Check. Certification in CPR, valid Washington State Driver's license and insurance.

PREFERRED:

EDUCATION REQUIREMENTS AND PREFERENCES:

REQUIRED: High School diploma or equivalent.

PREFERRED: Bachelor's Degree in human, health, recreational, liberal arts, or behavioral services (or related field/relevant experience).

JOB EXPERIENCE REQUIREMENTS AND PREFERENCES:

REQUIRED: 1 year of experience working with the public. Must be computer literate, proficient in Microsoft Word, Excel, Google Drive. Excellent in written and verbal communication, both internally and externally. Ability to drive members either in own vehicle, or organizational vehicles for the purpose of periodic field trips.

PREFERRED: 2 years of experience working with seniors; 1 year of experience with activities programming, or in an educational or recreational setting. Experience and comfort with public speaking.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Principles and processing for providing knowledge
- Business and management knowledge
- Administrative knowledge and clerical procedures.
- Computer Literacy
- Customer Services processes and principles

Skills

- Active Listening
- Reading Comprehension
- Time Management
- Speaking
- Monitoring/Assessing others

Skills (cont'd)

- Social Perceptiveness
- De-Escalation Techniques
- Meeting Facilitation

Abilities

- Oral Comprehension
- Written Comprehension

WORKING ENVIRONMENT AND CONDITIONS:

Duties performed in an office or branch setting. Employee will operate a computer and standard office equipment, such as telephone, copy and fax machines. Employee uses job specific software (including Microsoft Office products) and security equipment as required to perform Essential Functions.

Travel to attend meetings and training sessions is required.

PHYSICAL ACTIVITY REQUIREMENTS OF THIS POSITION:

N = Not at all O = Occasionally (1-33%) F = Frequently (34-66%) C = Continually (67-100%)

In a standard work shift, employee is required to and must be able to perform in this job, the following physical activities with or without an accommodation:

1. Lift (floor to waist)		16. Walk		
a. Up to 10 pounds (sedentary)	F	17. Stand (Continuous)		
b. 11-20 pounds (Light)	F	a. 30 minutes	F	
c. 21-50 pounds (Medium)	O	b. 60 minutes	O	
d. 51-100 pounds (Heavy)	N	c. 1-3 hours	O	
e. >100 pounds (Very Heavy)	N	d. 3-6 hours	O	
2. Lift (over head)		18. Repetitive Activities (continuous)		
a. Up to 10 pounds (sedentary)	O	a. 30 minutes	O	
b. 11-20 pounds (Light)	O	b. 60 minutes	O	
c. 21-50 pounds (Medium)	O	c. 1-3 hours	N	
d. 51-100 pounds (Heavy)	N	d. 3-6 hours	N	
e. >100 pounds (Very Heavy)	N	Medical Demands	Yes	No
3. Client Lift/Transfer: (weight per employee)		1. Alertness	Y	
a. <50 pounds	N	2. Precision	Y	

b. >50 pounds	N	3. Analytic Ability	Y	
c. > 100 pounds	N	4. Problem Solving	Y	
d. >150 pounds	N	5. Memory	Y	
4. Carry		6. Communication	Y	
a. Up to 10 pounds (sedentary)	F	7. Creativity	Y	
b. 11-20 pounds (Light)	F	8. Concentration	Y	
c. 21-50 pounds (Medium)	O	9. Judgment	Y	
d. 51-100 pounds (Heavy)	O	10. Imagination	Y	
e. >100 pounds (Very Heavy)	N	11. Initiative	Y	
5. Push or pull		12. Patience	Y	
a. Up to 10 pounds (sedentary)	F	Work Environment	Yes	No
b. 11-20 pounds (Light)	F	1. Inside work	Y	
c. 21-50 pounds (Medium)	O	2. Outside work	Y	
d. 51-100 pounds (Heavy)	N	3. Vibration		N
e. >100 pounds (Very Heavy)	N	4. Wet/humid	Y	
6. Climb (stairs) - climb & descend	F	Hazards: Situations in which the individual is exposed to definite risk of bodily illness/injury	Yes	No
7. Reach	F	1. Mechanical	Y	
8. Stoop or bend	F	2. Electrical		N
9. Crouch	F	3. Burns	Y	
10. Kneel	F	4. Frequent Travel	Y	
11. Handle or feel	F	5. Long/irregular hours	Y	
12. Talk	C	6. Cramped/confined work area	Y	
13. Hear	C	7. Blood borne pathogens	Y	
14. See	C	8. Moving machinery	Y	
15. Sit (continuous)				
a. 30 minutes	F			
b. 60 minutes	O			
c. 1-3 hours	N			
d. 3-6 hours	N			

Since it is difficult to identify all essential functions of a job because of changes in the workplace, this job description will be reviewed periodically to ensure it is accurate and up-to-date.

I, _____, acknowledge I have received a written copy of this job description. I acknowledge I am able to perform, with or without a reasonable accommodation,* the essential duties of this position. **If an accommodation is required, contact Human Resources to start the interactive process.*

Employee Signature

Date Signed

Manager/Supervisor Signature

Date Signed

DD & ED Signature

Date Signed

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require other or different tasks be performed as assigned.