



Job Description

Title: **Program Coordinator**

Responsible to: Executive Director

Position Status: Part time, 20 hours per week

Northeast Senior Services, Inc., a grassroots, 501(c)(3), non-profit organization serves seniors, age 60 and over. Mission: Helping Seniors Live Independently with Dignity. Area Served: Northeast Minneapolis, St. Anthony Village, Columbia Heights and New Brighton.

Position Summary

The Program Coordinator plans, implements, tracks participation and outcomes of programs and events that bring needed services to seniors in the NE community and makes them accessible to seniors. Conducts interviews, trains, assigns, evaluates and recognizes volunteers that serve in NE Seniors' programs. The Program Coordinator assists with outreach, provides information and support to seniors, and is willing to learn about services and senior issues. At least annually the program coordinator assists in planning and implementing a volunteer recognition/appreciation event.

Year 1 emphasis

The Program Coordinator will be starting up a senior volunteer program to recruit volunteer drivers, and volunteer companions to escort seniors to/from appointments. This start-up will involve working closely with two national organizations who are providing technical assistance and the executive director to ensure all required components for a welcoming and safe experience for volunteers and riders are in place.

We are looking for a person who wants to create and sustain a much-needed program and is interested in expanding job responsibilities as the organization grows.

Essential duties, responsibilities, and tasks

The individual must be able to carry out each of these essential duties successfully.

- Plan, coordinate and facilitate volunteer recruitment, orientation, training, and recognition events
- Schedule and supervise volunteers
- Communicate well with people of all ages and backgrounds
- Conduct community outreach, promote the mission of the organization at community functions and inform community members of volunteer opportunities
- Identify and attend job related training to improve knowledge and skills
- Plan, promote and facilitate high quality and appropriate programs for volunteers, seniors and/or caregivers.
- Provide a safe and welcoming environment for participants and volunteers
- Ensure that programs operate within policies and procedures of the organization and complies with program or government regulations/requirements
- Collect data and maintain accurate records in a confidential manner. Submit program documents and reports in a timely manner
- Actively participate in furthering organization goals

- Attend staff meetings and other meetings as required
- Work occasional evening and/or weekend hours
- Assist with office operations and other duties, if needed
- Work closely with the Executive Director and co-workers to create a welcoming environment that effectively supports seniors.

Qualifications

- Bachelor's degree or equivalent experience.
- Working knowledge of senior citizens and aging in place issues.
- Experience with volunteers and training of volunteers.
- Commitment to the NE Seniors' mission and values.
- Experience using Microsoft (WORD, Excel) and Google (Gmail, Drive, Calendar) products.
- Ability to work a flexible schedule.
- Excellent communication and organizational skills.
- Able to travel between locations, as required.

Starting Wage Range: \$19.00 - \$21.00/hour

Benefits: Paid Time Off, Flexible work schedule

Complete Job Description is available at www.neseniors.org

Send resume before June 22, 2022 to kay@neseniors.org OR
mail to Northeast Senior Services, 4458 Reservoir BLVD #220, Columbia Heights MN 55421

Northeast Senior Services is an Equal Opportunity Employer