



1101 Broad Street
Milliken, CO 80543
Weld County

Town of Milliken

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<http://www.millikenco.gov>

SENIOR COORDINATOR Part-Time

FLSA STATUS: Non-Exempt
REPORTS TO: Town Administrator

DEPARTMENT: Seniors
APPROVED DATE:

POSITION SUMMARY AND DEFINITION:

The Senior Coordinator position is to plan, direct and assist with the development and on going operation of the senior program in the Town of Milliken. This position is responsible for coordinating a wide range of programs, services and activities for seniors residing in the Town of Milliken and including the general areas of the Milliken Community. The Senior Coordinator will serve as the administrator for the senior programs, and as such will administer the day-to-day operation of the center. This position requires 3-4 mornings per week.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and does not include other nonessential or peripheral duties that may be required.

- Develop, plan and implement goals and objectives for the senior program with the Senior Board.
- Recommend and administer policies and procedures.
- Attend training sessions as directed.
- Attend local community meetings as directed and as appropriate for the purpose of promoting the senior program.
- Seeks additional and alternative funding sources, including, but not limited to grants, donations and in-kind services.
- Coordinates with other Town departments for the scheduling of the Community Center. Keeps appropriate records of the building maintenance issues, and relates to the Town Administrator.
- Coordinates a wide variety of social, recreational and educational activities and programs for the seniors.
- Maintain Relationship and collaborate with Thompson Rivers Parks and Recreation (TRPR) for programs and activities related to the senior community.
- Develop and maintain connections with other senior centers and directors of those centers regarding potential for joint activities, programs or ideas that can be utilized at the Milliken Senior Center.
- Works with Weld County Area Agency on Aging to receive technical assistance, training and advice in further assisting with the development of a dynamic senior program.
- Prepares accurate reports as directed or required by other agencies.
- Establish a volunteer program to assist with special programs and other assorted responsibilities.
- Direct, oversee and participate in the senior program goals and objectives with participating Seniors.
- And other duties as assigned.

CONTACTS:

Citizens: Contacts require the explanation of routine and easily understood information. May require the request for adherence to Town guidelines and rules.

Other Divisions/Outside Agencies: Contacts are primarily made at a peer or supervisory level within other functions or departments to coordinate joint work activities and special events/projects. Participation in outside peer groups and organizations associated with job duties and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Computer operation, including software programs in current use, such as Microsoft Office, Word, Excel, Publisher and Access.
- Senior programming, and associated programming skills.
- General knowledge of first aid practices.
- Governmental operations, including local, county, state and national issues.
- Pertinent federal, state and local laws and ordinances affecting senior programs.
- Pertinent federal, state and local laws, codes and regulations.
- Provide effective leadership and coordinate activities of the senior program.
- Ability to handle multiple tasks effectively.
- Maintain effective working relationship with coworkers, senior board, community leaders, and town board.
- Develop and implement cohesive programming, including responsibility for budget, program analysis and documentation.
- Seek local, state and federal grants.
- Prepare documentation and reports as directed.

MATERIAL AND EQUIPMENT USED:

Personal computer and various software programs including telephone, photocopier, calculator and fax machine.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is primarily performed in an indoor office environment. Requires filing, operating a computer, and occasional lifting of boxes. Flexible Schedule to accommodate programs.

EXPERIENCE AND TRAINING:

- College degree in one of the following areas: Senior programming, Public Administration. BA preferred or
- 2-5 years experience with senior programming, senior center operation or general government operations preferred.
- Valid Colorado driver's license.

The Town of Milliken is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town celebrates diversity in the workforce.

This job description has been reviewed and approved:

Department Director

Date

Human Resources

Date

Town Administrator

Date

Employee

Date