Activity and Volunteer Coordinator

Administration Department

Rev. Date: *February 17, 2023*
Pay Grade: *120*
FLSA Status: *Non-Exempt*
KPERS Status: *KPERS Covered Position*
Supervisor: *Senior Services and Transportation Director*
Direct Reports*: None*

ESSENTIAL FUNCTIONS

70% Programs, Services and Activities

- Develop and lead program activities and classes.
- Plan, schedule, and coordinate recreational activities, trips, and educational programs to provide a well-rounded senior program.
- Develop registration materials for trips and activities and serve as the group leader on sponsored trips.
- Answer incoming calls for the division and transfer to appropriate destination.
- Assess needs, determine budgetary impact, assess compatibility with current programs, and monitor program effectiveness.
- Recruit volunteers by contacting cooperating agencies or community groups and preparing recruitment literature to lead programs.
- Supervise, train, schedule and direct volunteers; delegate tasks and provide additional direction when needed.
- Monitor volunteer performance and provide feedback and coaching.
- Provide information to the general public regarding Senior Services functions, activities, and requirements.
- Promote participation in Senior Services activities and special events.
- Develop and coordinate fund-raising activities in compliance with city policies.
- Coordinate county, state, and federal services available to Derby Senior Services patrons through activities and events. Advocate for needed services.
- Operate motor vehicle on a regular basis, which will include transporting seniors on center sponsored trips.

20% Administrative Support

- Develop the Senior Services newsletter and update Senior Center website with current newsletter and Senior Services board minutes and agendas.
- Prepare publicity information to be printed in newspapers and other media sources and coordinate with the City Communications Office.
- Track and maintain division activities and programs and prepare various monthly division reports.

- Prepare and maintain accurate records, reports, and documents related to Senior Services, including files on volunteers.
- Monitor member attendance in comparison to sign-ups and member check-ins to assure attendance accuracy in My Senior Center.
- Up to date on contractual, grant requirements, regulations and accreditation standards.
- Collects fees, including trip fees, reconcile daily cash to prepare for deposits and make deposits.
- Support grant writing and document process in conjunction with the Senior Services Director.

10% Strategic Planning

- Provide input for division budget estimates and monitor expenditures.
- Provide recommendations for goals, objectives, and action plans for Senior Services.
- Research and recommend new programs and services.
- Serve as a member of the accreditation committee and support the ongoing accreditation compliance process.

Continually look for new and improved ways of completing the above functions. Other tasks as assigned will be performed in order to address business needs.

POSITION REQUIREMENTS

Latitude: Most duties are assigned and then employee arranges tasks in order to complete duties. Problem solving is accomplished by employee independently most of the time. Some decisions not affecting other divisions may be made independently based on city policy. Makes purchases within budgetary guidelines. Regular and reliable attendance at work is expected.

Interaction: Continual contact with senior services patrons. Frequent interaction with employees throughout the organization and the general public.

Qualifications

- High School Diploma or equivalent, required.
- College degree, preferred.
- Two years planning, organizing, and developing programs/activities experience, required.
- Geriatric experience, preferred.
- Driving record must meet commercial liability insurance requirements
- Demonstrates integrity and sound ethical judgment in the performance of duties and in compliance with all applicable laws, regulations, and policies.

Knowledge, Skills, and Abilities:

- Knowledge of business correspondence, filing, typing, organizational skills, and municipal procedures.
- Ability to operate office related machinery.
- Ability to access, input, process, and retrieve information from the computer.
- Proficient in Microsoft Word, Excel, PowerPoint.
- Ability to navigate the internet for research purposes.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.

Physical Requirements/Environmental Conditions: Occasional exposure to adverse weather conditions when on senior services trips. Occasional carrying, lifting, moving, or pushing of 30 pounds. Occasional bending, squatting, and twisting. Frequent use of manual dexterity and visualization of a computer screen throughout the day. Regular evening and occasional weekend meetings and events.

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EMPLOYEE SIGNATURE: DATE: