



VILLAGE OF TIJERAS JOB DESCRIPTION

Senior Center Program Coordinator

Department: Senior Center

Reports To: Senior Center Manager and Village Clerk/Manager

FLSA Status: Non-Exempt

Position Summary

The Senior Center Program Coordinator is responsible for planning, coordinating, implementing, and promoting programs, activities, special events, and services for senior participants of the Village of Tijeras Senior Center.

Working under the direction of the Senior Center Manager, the Program Coordinator assists with the daily operation of the Senior Center and helps ensure that programs and services are welcoming, organized, responsive to participant needs, and consistent with Village policies and applicable program requirements.

The position requires regular interaction with senior participants, Village staff, volunteers, instructors, vendors, community organizations, and outside agencies. The Program Coordinator is expected to exercise professionalism, initiative, sound judgment, and excellent customer service.

Essential Duties and Responsibilities

- Plans, develops, coordinates, and implements recreational, educational, social, health, wellness, cultural, and other activities for senior participants.
- Develops and maintains the Senior Center's monthly activity and event calendar.
- Coordinates classes, workshops, presentations, entertainment, field trips, special events, celebrations, and other activities.
- Identifies new programs and activities based on participant interests, community needs, available resources, and program requirements.
- Coordinates with instructors, presenters, volunteers, community organizations, vendors, and other individuals providing programs or services at the Senior Center.
- Assists the Senior Center Manager with the daily operation of the facility and helps ensure that programs and activities are properly organized and conducted.
- Greets and assists senior participants and members of the public and responds to questions regarding programs, activities, services, schedules, and available community resources.

- Provides seniors with information and referrals to available programs, agencies, benefits, and community resources when appropriate.
- Assists with participant registrations, attendance records, sign-in sheets, program documentation, surveys, and other records associated with Senior Center activities and services.
- Assists with maintaining records and information required by the Village and applicable senior-service programs or funding agencies.
- Coordinates and assists with volunteers participating in Senior Center programs, activities, and special events.
- Assists with meal programs, special meals, celebrations, and other food-related activities as needed, while working cooperatively with Senior Center staff.
- Coordinates facility use and activity scheduling under the direction of the Senior Center Manager to avoid scheduling conflicts and ensure appropriate use of Senior Center spaces.
- Assists in maintaining a safe, clean, welcoming, and orderly environment for participants, visitors, volunteers, and staff.
- Reports facility, safety, maintenance, participant, or operational concerns to the Senior Center Manager or other appropriate Village personnel.
- Helps communicate and reinforce Senior Center rules, policies, procedures, and standards of conduct.
- Assists with resolving routine participant concerns and refers significant complaints, incidents, personnel matters, or other management issues to the Senior Center Manager.
- Prepares and distributes program announcements, flyers, calendars, notices, and other informational materials.
- Assists with preparation and coordination of the Senior Center newsletter and other community outreach regarding programs, activities, and services.
- Promotes Senior Center programs and events through appropriate Village communication channels and community outreach.
- Assists with ordering and maintaining program, activity, event, and office supplies.
- Tracks program-related purchases and expenditures and maintains supporting documentation as required by Village procedures.
- Assists the Senior Center Manager with budget preparation, purchasing, inventory, reporting, and other administrative functions related to Senior Center programs.
- Assists with Senior Center field trips and outings and may operate a Village vehicle or Senior Center bus when assigned and qualified to do so.
- Shares transportation responsibilities for Senior Center outings with other qualified staff as scheduling and program needs require.
- Works cooperatively with other Village departments and assists with Village-sponsored events and community activities when requested.
- Establishes and maintains positive working relationships with senior participants, coworkers, volunteers, service providers, partner agencies, and members of the public.
- Maintains appropriate confidentiality concerning participant, employee, and Village information.
- Performs other duties as assigned by the Senior Center Manager, Village Clerk/Manager, or Mayor.

Knowledge, Skills, and Abilities

The successful employee should possess:

- Knowledge of principles and practices associated with recreation, senior services, community programming, or public service.
- Ability to plan, organize, coordinate, and carry out multiple programs and events.
- Ability to communicate effectively and professionally, both verbally and in writing.
- Strong organizational and time-management skills.
- Ability to maintain accurate records and complete required documentation.
- Ability to work effectively and respectfully with senior adults and individuals with varying needs and abilities.
- Ability to establish effective working relationships with employees, volunteers, community organizations, vendors, and the public.
- Ability to exercise patience, professionalism, discretion, and sound judgment.
- Ability to work independently while following the direction of the Senior Center Manager and Village administration.
- Ability to safely operate a Village vehicle or Senior Center bus when assigned, provided all applicable licensing and Village requirements are met.
- Ability to use computers, email, word-processing programs, spreadsheets, and other standard office equipment.
- Ability to learn and follow Village policies, procedures, purchasing requirements, safety practices, and applicable program requirements.

Education and Experience

- High school diploma or high school equivalency credential, such as a GED, required.
- Experience in senior services, recreation, community programming, event coordination, customer service, public service, or a related field is preferred.
- Experience operating a passenger van, bus, or similar vehicle is preferred but not required.
- An equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position may be considered.

Additional Requirements

- Must possess and maintain a valid New Mexico driver's license.
- Must meet all Village insurance, driving-record, training, licensing, and other requirements before operating a Village vehicle or transporting Senior Center participants.
- Must be able to successfully complete any background screening required by the Village or applicable senior-service programs.
- Must be willing and able to attend required training.
- Must be available to work occasional evenings, weekends, or hours outside the employee's normal schedule for Senior Center programs, field trips, special events, or Village activities.
- Must be able to perform the essential functions of the position with or without reasonable accommodation.

Physical Requirements

The position requires regular sitting, standing, walking, bending, reaching, and use of standard office equipment. The employee may be required to assist with setting up and taking down tables, chairs, decorations, program materials, and supplies for activities and special events.

The position may also require assisting senior participants during activities, field trips, or outings.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Disclaimer

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not intended to contain a comprehensive listing of every duty, responsibility, or qualification required. Duties and responsibilities may be modified or assigned based on the operational needs of the Village of Tijeras.