

Wood County Committee on Aging, Inc. Position Description

Position: Program and Enrichment Specialist
Index Number: 403

Reports to: Director of Programs

Purpose: Develop, plan, organize, implement and evaluate programs that meet the mission of WCCOA.

Responsibilities to include:

1. Develop, implement, schedule, promote, and evaluate designated programs and activities at all WCCOA Senior Centers, or virtually, as assigned.
2. Coordinate and facilitate registration for programs, classes, and events, as assigned.
3. Facilitate programs, activities and special events including those conducted in the evenings and on weekends, as assigned.
4. Input senior profiles into MySeniorCenter. Create and modify events and program listings in MySeniorCenter.
5. Plan, implement and transport participants to approved trips and tours, maintaining transportation records, as required.
6. Monitor all WCCOA Senior Center sites for program requirements based on agency standards. Communicate with Site Managers, Food Service Manager and Director of Programs to ensure compliance.
7. Assist with evaluation of program effectiveness and suitability.
8. Coordinate activities and programs of volunteers and interns as directed by the Director of Programs.
9. Develop and maintain a database of instructors and classes.
10. Maintain inventory of technology closet, complete software and application updates on WCCOA owned tablets and ensure maintenance on devices is complete.
11. Review eligibility of Program and Service scholarship applicants for award.
12. Monitor balance of Program and Service scholarship account and review with the Director of Programs on a regular basis.

13. Coordinate and facilitate registration for programs, classes, and events, as assigned.
14. Assist with development of community outreach projects, initiatives and timelines.
15. Develop, coordinate, implement and evaluate designated daily programs.
16. Assist in developing and editing articles and materials for monthly newsletter, on a timely basis, meeting deadlines, as assigned.
17. Obtain ServSafe certification and remain compliant, available to fill in at the kitchen and all sites on an as-needed basis to help prevent service disruptions.
18. Attend approved conferences and workshops for professional development.
19. Perform other duties as assigned.

Qualifications and Essential Skills:

Education requirements: Bachelor degree in Gerontology, Social Work, Recreation, Leisure Studies, Business or related field or demonstrate equivalent experience in related field. . Must be a self-starter and demonstrate creativity, effective public relations and communication skills. Demonstrated computer knowledge and proficiency required, including proficiency with MicroSoft Office Professional (all components).

Minimum Requirements:

Must have a proven record of working harmoniously with older adults as well as colleagues. Must be eligible for bonding and insurable under agency policy. Must possess a valid Ohio Driver’s license with proof of auto insurance (state minimum). Must meet the requirements contained in Ohio Administrative Code (OAC) 173-3-06.6 (B)(3). Compliance shall be reviewed not less than annually. Must successfully complete Bureau of Criminal Investigation (BCI) records check, as defined in OAC 173-9-01.

Abilities Required:

Must demonstrate fluency in English, both written and oral. Must be able to lift a minimum of 50 pounds consistently.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. This description shall not be construed as declaring the specific tasks and responsibilities. It is not intended to limit, or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under their supervision. The use of this particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Note: Responsibilities are not listed in any defined order or priority, but are requirements of the position.