

**CITY OF ST. MARYS, GEORGIA  
CLASS SPECIFICATION**

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**CLASS TITLE: SENIOR CENTER SERVICES COORDINATOR**  
**DEPARTMENT: SENIOR CENTER**  
**REPORTS TO: HUMAN RESOURCES DIRECTOR**

**CLASS CODE: 1062**  
**FLSA STATUS: N**  
**DATE: 06/13**

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**JOB SUMMARY:**

Performs various functions related to senior center operations, including: overseeing food preparation and distribution; coordinating transportation needs; coordinating activities for seniors; purchasing materials and supplies; collecting donations; and maintaining various records. Supervises part-time staff and volunteers.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Coordinates all senior center programs and activities, including: coordinating all components to deliver a variety of services to clients; developing various reports and maintaining records; purchasing materials and supplies; promoting and publicizing all programs and activities; coordinating volunteers; assisting in preparing the budget; cleaning facility and maintaining equipment; and completing all related documents and forms.

Oversees food distribution processes, including: measuring and serving food; assuring food is kept at appropriate temperature; cleaning food preparation and distribution supplies and equipment; ordering food and providing information to vendor regarding same.

Recruit volunteers to welcome and register new seniors at the center and assist with activities.

Plans activities, including: scheduling trips; assigning volunteers; completing purchase orders; and transporting clients to activities.

Collaborate with other service providers to ensure that a variety of activities and information are available to seniors.

Motivate seniors to become involved in center activities.

Prepare and distribute monthly calendar of center activities.

Plan and assign work to staff and volunteers

Coordinates Seniors Council Meetings.

Coordinates transportation for clients to and from Senior Center.

Receives requests for assistance, complaints, suggestions, etc., and handles or refers requests to appropriate staff members.

Disseminates a variety of information and/or reports to various agencies, residents, divisions, or departments via telephone, mail, email or FAX.

Schedules staff.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment

Food Preparation and Cleaning Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and,

Two to three years of progressively responsible related experience working with seniors; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Certification in First Aid, AED training and CPR required within 90 days of hire

Valid Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Geriatrics.

Food service processes and delivery.

Community agencies, organizations and resources.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

City government organization and operations.

External governmental bodies and agencies related to area of assignment.

Standard business arithmetic, including percentages and decimals.

**Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate policies, procedures and protocols.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

**Mental and Physical Abilities:**

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to establish and maintain effective working relationships with others.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

While performing the essential functions of this job, the incumbent is regularly required to sit; see; use hands to finger, handle, or feel objects; bend body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles; reach with hands and arms; speak and hear; and push, pull and/or lift up to 10 pounds occasionally.

**Working Conditions:**

Work is performed in a senior center and normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.