

**TOWN OF BERLIN  
COMMUNITY SERVICES DEPARTMENT  
JOB DESCRIPTION – YEAR ROUND**

**POSITION:** Program Coordinator  
Supervisor: Senior Center Director

**POSITION OBJECTIVES AND PRIMARY RESPONSIBILITIES:**

- 1. Under direction of Senior Center Director, responsible for assisting in the planning, development and promotion of new and existing Senior Center programs.**
- 2. Supervise part time staff, as necessary.**
- 3. Deal effectively and maintain positive relationships with the public and staff.**

**DUTIES:**

- 1. Provide support in selection and development of staff for new and existing programs.**
- 2. Provide new services, throughout the year, through development and expansion of existing, programs which will provide a benefit to the seniors.**
- 3. Promote programs in the media, electronically using the Town website and/or with printed materials.**
- 4. Assist in establishing schedules and coordinate and assist in supervision of programs and staff.**
- 5. Assist with inputting information into MYSenior Center software program.**
- 6. Enforce all rules pertaining to the Senior Center.**
- 7. Assist office staff with program registration and other support as needed.**
- 8. Cover certain responsibilities in the absence of the Senior Center Director.**
- 9. Must be able to work days and an occasional night and weekend.**
- 10. Performs other duties as assigned by Senior Center Director.**

**QUALIFICATIONS:**

- 1. College Student or beyond, preferably with experience with programming and supervision of staff.**

**EXPERIENCE:**

- 1. Experience working in the field of gerontology which demonstrates the ability to perform duties of the position.**
- 2. Knowledge of needs and behavior patterns of senior population.**
- 3. Ability to communicate effectively both verbally and in writing with program participants, staff, co-workers and the media.**
- 4. Ability to be creative with new programs and work independently, as needed.**
- 5. Must be comfortable using a computer i.e. word, excel and able to learn the Department's software program.**
- 6. Experience working with the public.**