



JOB POSTING

Lifespan of Greater Rochester, Inc.

JOB TITLE: Assistant Program Coordinator- Multi-Purpose Aging Resource Centers
DEPARTMENT: Health and Wellness
PROGRAM: MARC at YMCA
SUPERVISOR: MARC Program Coordinator
STATUS: Non-exempt, 37.5 hours/week

SUMMARY

Provides essential daily program support to the Program Coordinator at the MARC sites as assigned. Assists with the development and implementation of programs for older adult members and their caregivers.

DUTIES AND RESPONSIBILITIES

1. PROGRAM OPERATIONS:
 - 1.1 Supports the site program coordinator with the daily activities.
 - 1.2 Sets up room for classes, and supports volunteer members with their tasks
 - 1.3 Maintains reasonable inventory of supplies ensuring ample time to request additional supplies. Advises supervisor when supplies/equipment needs to be purchased, repaired and/or replaced.
 - 1.4 Creates weekly shopping list and purchases needed program supplies.
 - 1.5 Ensures lunch and learn meals are served with an appealing presentation.
 - 1.6 Adheres to health and safety regulations.
 - 1.7 Supervises volunteers to ensure proper health and safety requirements.
 - 1.8 Maintains a clean and organized environment.
 - 1.9 Provides program oversight in the absence of the coordinator.
 - 1.10 Floats between MARC sites as scheduled by Director and/or Program Coordinator.
 - 1.11 Assists Program Coordinator with development and drafting of the monthly newsletter.
2. FINANCE AND BUDGET
 - 2.1 Operates within budget specifications.
 - 2.2 Provides an accounting of all program donations.
 - 2.3 Assists program coordinator with weekly banking responsibilities.
 - 2.4 Scans and emails copies of all receipts to program director.
3. PERSONNEL/EMPLOYEE RELATIONS
 - 3.1 Maintain a spirit of cooperation, positivity and teamwork with YMCA staff and volunteers.
 - 3.2 Respect the confidential status of member information, etc.
 - 3.3 Attends appropriate workshops and training for skill building.
 - 3.4 Adheres to all Lifespan Policies and Procedures.
4. OTHER
 - 4.0 Performs all other duties as assigned by supervisor.

QUALIFICATIONS

EDUCATION: High School diploma or equivalent required, Associates degree in Recreation or Human Services preferred.
EXPERIENCE: Minimum of 1-year experience working with older adults.

PHYSICAL AND MENTAL REQUIREMENTS

- Proven good customer service skills
- Ability to work with mature adults from various racial, social, economic and cultural backgrounds.
- Excellent communication skills required.
- Ability to maintain composure under difficult situations.
- Must be able to multi-task in a busy environment.
- Able to stand for up to 2 hour increments.
- Ability to lift, carry, push and/or pull 25+ pounds.
- Valid NYS driver's license and reliable transportation

Apply on-line at www.lifespan-roch.org (Deadline to apply: 1/13/18)

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