

**City of Imperial Beach**  
**POSITION DESCRIPTION**

**Title:** Program Coordinator  
**Department:** City Manager  
**Division:** Senior Center

**GENERAL PURPOSE**

Under general direction to plan, implement and supervise the senior citizen program and overall operation of the senior citizen center; to perform administrative duties related to senior citizen program functions and to perform related work as required.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Assistant City Manager.

**SUPERVISION EXERCISED**

May supervise the Craft Instructor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Develop, direct and lead a comprehensive senior citizen program for the City, supervise and train part time and volunteer staff; recruit volunteers to assist program needs; coordinate project C.A.R.E. and other activities to encourage independent senior citizen living; analyze and recommend senior citizen needs and responsive activities; advises or refers seniors on pertinent senior matters and concerns; publicize senior citizen program activities through local media, senior citizen program and service outreach to senior citizens, community organizations, and general public; maintain prepare and submit records and reports on related senior citizen center subjects; encourage participation of seniors in organizing their own programs and social activities; arranges for special events, outings, classes, potlucks, etc.

**PERIPHERAL DUTIES**

Perform related duties and responsibilities as requested or assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Education & Experience**

Equivalent to graduation from college with a degree in recreation or social services; and two (2) years experience in social service or recreational programs primarily oriented towards adults; or an equivalent combination of training and experience.

**KNOWLEDGE OF**

Knowledge of basic first aid and safety practices; knowledge of municipal recreation budgeting and control; knowledge of crafts, sewing cooking, group activities, knowledge of senior resources and senior citizen service organizations.

**ABILITY TO**

Ability to develop and direct specialized programs based on senior citizen needs; ability to be creative and innovative in establishing program activities. Ability to maintain administrative records; ability to supervise the work of others; ability to establish and maintain effective working relationships with senior citizens, the public and other employees. Ability to work indoors and/or outdoors to meet program activities and schedules.

**SPECIAL REQUIREMENTS**

Applicants must possess a California Driver's License with a safe driving record at the time of appointment. The employee may be required to use personal auto for senior citizen program related functions.

**TOOLS AND EQUIPMENT**

Personal computer, including Microsoft for work software; calculator, copy and fax machine, phone, mobile or portable radio.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects or controls. Reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonably accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet while in the office.