

MAJOR FUNCTION

This is responsible administrative work in the management of a volunteer program involving the coordination of citizen activities in conjunction with other social services agencies and health professionals. Work is performed under the general administrative direction of a supervisor and is reviewed through observation, conferences and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Arranges for services, activities and special events for senior citizens, youth, teens, and/or adults. Writes, produces and distributes monthly newsletter. Recruits, trains, and supervises university student interns and community volunteers. Resolves problems and complaints. Develops community resources through public speaking, written publicity, and community contacts and serves as information and referral specialist. Serves as liaison with staff and center patrons. Interfaces with senior citizens daily. May prepare grant applications for program funding. Analyzes and recommends program concerns and improvements for efficient use of center space and facilities. Performs other related work.

Other Important Duties

Receives donations (food and clothes) for the center, arranges for distribution and writes appropriate response. Performs other related work

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of general administrative practices and management. Knowledge of statewide aging network. Knowledge of gerontology. Ability to schedule, plan and direct the work of volunteers. Ability to communicate effectively, clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by work assignments. Skills in planning and organizing various programs and related schedules. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in social work, education or gerontology and three years of experience that includes social work. Professional experience may be substituted on a year-for-year basis for the required college training.

Necessary Special Requirement

Possession of a valid Class E State driver's license required.

Revised: 10-11-78
03-25-85
01-24-90
12-20-95
01-08-96
04-16-04*
01-25-11*