

Orange Community Education & Recreation

JOB DESCRIPTION

Position: Senior Adult Program Associate
Program Area: Senior Center of Orange Community Education & Recreation
Schedule: Part time salaried position – 196 days 7 hours
Reports to: Older Adult Coordinator

Requirements & Qualifications:

Professional experience (3 years) in developing and implementing senior adult programs, in a similar non-profit educational/recreational setting.

Knowledge and experience working with seniors as well as individuals with disabilities, dementia and volunteers. A solid commitment to serving seniors in a non-profit, public service team.

Excellent organizational, marketing, public relations and computer skills. Proficient in Word, Publisher, and Excel. Must be detail oriented and possess follow-up skills.

Knowledge of billing operations, billing systems, collection, deposits.

Ability to handle and prioritize diverse and changing duties with commitment to serving the public, specifically senior adults.

Ability to team and collaborate with a dedicated and enthusiastic team of community education and recreation professionals in public school setting year round.

Should be adept in human relations with peoples of all ages and exhibit positive personality traits including enthusiasm, initiative and professionalism. Must possess strong customer service commitment.

Must have a bachelor's degree in a related field with a minimum of three years successfully demonstrated experience in a similar setting. Social Service background preferred.

Must meet general qualifications as established by the Orange City Schools and Orange Community Education and Recreation department for this position.

Duties & Responsibilities:

- Work as a team member with the Older Adult Coordinator, Senior Program Associate and volunteers in planning and executing a variety of programs, activities and events to meet the needs of Senior Adults in the greater Orange community and beyond.
- Develop and coordinate yearly marketing plans with the Older Adult Coordinator, Senior Program Associate and overall department. Develop, prepare and distribute marketing materials (flyers, press releases, brochures, etc.) for senior programs as required.
- Utilize computer skills to manage and develop electronic marketing techniques, operations and procedures.
- Under the direction of the Older Adult Coordinator, provide support and assistance in the overall operations, administration, and program implementation for the Orange Senior Center.
- Assist clients with registration; collect fees, process letter of credits, deposits, mailings and obtaining necessary supplies.
- Assist with class recruitment calls, class folders, class evaluation, class payment issues, class cancellation calls and shopping as assigned.
- Under the direction of the Older Adult Coordinator, assist with coordination and supervision of senior programs including recruiting, training, preparing instructor handbooks, and evaluating programs and staff.
- Work as a team member with Older Adult Coordinator to maintain and develop programs in the area of senior programming. Help recruit instructors and independent contractors for senior programs.
- Develop curriculum for and teach classes in senior program area.
- Under the direction of the Older Adult Coordinator develop, assist with development and coordinate publication of the monthly newsletter, Orange Community Education & Recreation brochure senior adult sections, and program web pages.
- Assist Older Adult Coordinator with program copy for the quarterly brochure, inputting program into Aceware, and personnel paperwork including contracts, facility permits and Purchase Orders.
- Assist Older Adult Coordinator in development of new program and initiatives.

- Assist Older Adult Coordinator in regular programs, research trends in senior services, and make recommendations for continuous improvement.
- Interact with program participants on a day to day basis. Facilitate group activities and special events as needed. Assist with drop in activities, daily-set ups and special events. (moving furniture, coffee, snacks etc.)
- Plan, implement and host trips. Be able to drive senior van and maintain current educational driving requirements. Build and maintain a relationship with the bus garage to secure appropriate school bus rentals for Adult Day Center and recreational trips.
- Learn and be able to implement all emergency procedures and enforce all building and departmental safety procedures.
- Attend monthly Senior Advisory Council meetings and report on activities. Record minutes for monthly Advisory Council and maintain appropriate list as appropriate. Attend OCE&R Staff Meetings and report out on marketing efforts.
- Work as a committed team member with all staff in promoting and exemplifying the mission, principles, goals and philosophies of the department and schools to the community and public at large.
- Develop a thorough understanding of the department's overall philosophy with regards to community education and its reliance on community involvement.
- Work one-two evening per week as required and additional evenings or Saturdays as assigned by Older Adult Coordinator.
- Work all scheduled registration fairs and Jubilee weekend as well as other special events or programs as required.
- Upon request, fill in for Older Adult Coordinator in his/her absence on all duties and responsibilities.
- Perform other duties or responsibilities as may be assigned by the Older Adult Coordinator and or Director.