**Senior Center Program Coordinator Job#210806**

**Department**: Parks and Recreation **Open Until filled**

**Starting Salary**: $14.92-16.32 Per Hour

**Our Mission: The Edmond Senior Center provides comprehensive programs and services to improve the quality of life for mature adults through recreation, nutrition, socialization, and education.**

**We are passionate about enhancing the lives of our senior citizens, providing excellent customer service, making a meaningful difference in the lives of senior citizens.**

**This position plays an integral part in the departments mission and must have a willingness and desire to assist senior adults with a high degree of courtesy and respect.**

**The Work:**

* Develop, implement, participate in, direct, and supervise quality programs, activities, and events for senior citizens of the Edmond Community.
* Operate multiple computer software programs including recreation management software.
* Assist with preparing advertising and marketing materials.
* Receive and handle telephone calls, respond to a variety of questions regarding the Senior Center programs.
* Develop and maintain a volunteer program for recruitment, training, oversight, and retention of volunteers.
* Drive the Senior Center’s bus or van to transport our senior customers to various programs/events.
* Maintain monthly and quarterly reports and surveys.
* Secure sponsorships for programs and special events through ongoing networking.

**The Advantages:**

* Your work has a direct, positive impact on the senior citizens of Edmond.
* You get to work in a diverse, collaborative environment.

**The Benefits:**

* Besides a safe, stable, learning environment, we get a generous benefits package for our health, vision, dental, and wellbeing.
* We have a dedicated, on-site, medical clinic that is no cost to employees and immediate dependents for the services and Rx they provide.
* We earn time off for vacation and sick leave; we have paid holidays, longevity, and retirement for our future.

**Qualifications:**

* Must have an education equivalent to four years of high-school or GED. Plus 12–18-month related experience. Or equivalent combination of education and experience.
* Must possess a valid Oklahoma Driver’s License and a driving record acceptable to the City’s insurance carrier.
* Must have or obtain Commercial Driver’s License with a Passenger endorsement within 12 months of hire date.
* Must have or obtain current First Aid and CPR training within 90 days of hire date.
* Must attend vehicle accident prevention course offered by City of Edmond Risk Management Department.
* Must have or obtain a Fitness Training Certification and/or a Food Handlers Certification (at direction of department manager) within 6 months of hire date.
* Must work well with older populations.
* Must communicate and express ideas effectively, both orally and in writing.
* Must be able to organize and provide high-quality, cost-effective programs and services and recommend improved methods of performing the work.
* Must be able to work flexible hours, including evenings and occasional Saturdays.
* Must be able to pass an investigative background process and pre-employment screenings.

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.**APPLY ONLINE AT [www.edmondok.com/jobs](http://www.edmondok.com/jobs)  
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