



Position: Center Services Site Coordinator
Exemption Status: Non-exempt
Job Status: Part-time. 20 -25 hours per week
Pay: \$8.00 - \$11.00 per hour
Department: Center Services
Reports To: Regional Manager
Direct Reports: None
Location: Assigned at hire

About the Position

Summary: The Center Services Site Coordinator will have primary responsibility for the day to day operations at assigned Community Center. The SC will develop and implement a variety of activities within the center in accordance with the Allegheny County Area Agency on Aging's Performance Based Contracting and Tier formula. The SC will monitor and track all participants and activities at the center.

Essential Job Duties:

- Develop and plan activities for participants
- Track, compile and monitor attendance and tier participation
- Increase Average Daily Participation and understand the reasoning to do so
- Input of all new intakes and statistics into WellSky and/or Copilot in a timely manner
- Assist in the serving, recording and ordering of lunch meals
- Prepare and submit all end of month reports assigned by the Associate Center Services Director or Center Services Director
- Engage in Outreach activities in the community

Additional Job Duties:

- The ability to travel within the Center Services service area to provide assistance when and where it is needed
- Completion of other duties as assigned in implementing LifeSpan's mission and vision

Required Qualifications (Education/ Skills / Experience):

- High School Diploma, plus two (2) years of work experience in a community setting
- Basic computer skills are required along with good communication and people skills.
- A valid driver's license and an automobile for agency business, owner and driver of the vehicle must carry the minimum insurance coverage as determined by the agency and must submit proof of coverage.

Preferred Qualifications (Education / Skills / Experience):

- Associate's degree from an accredited institution
- Knowledge of programs serving older adults and the needs of older persons is highly desirable

Traits / Characteristics:

- Strong time management skills
- High ethical integrity
- Ability to effectively communicate both orally and written



Technology / Certifications / Other:

- Within 3 months of hire, must receive training and certification for basic first aid, CPR, and AED.
- Completion of a Serve Safe/Food Safety Course is also required, said certifications must be kept current for length of employment.
- Individual must have a clean criminal history clearance report from the PA State Police or FBI along with a clean driving record.

Job Description effective as of 07/01/2019

Printed Name: _____

Signature: _____

Date: _____