



Position: Center Services Site Coordinator

Exemption Status Non-exempt

Job Status: Part-time. 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, in center, out of center, and virtual
- Explore and conduct virtual activities as the need and opportunity arises
- 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, preferably serving older adults, or an associate degree from an accredited institution. Knowledge of programs serving older adults and the needs of older persons is highly desirable. 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):

Basic computer skills are required along with good communication and people skills.



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.

I have read this job description, understand its requirements, and agree to meet the responsibilities described herein to the best of my ability. I further understand that I may be required to perform other related duties that are assigned because of program mandates from the funding source or program needs that are determined by the agency.

Signature

Date

Job Description effective as of 07/01/2020