



Position: Center Site Coordinator

Exemption Status: Non-exempt

Job Status: Part-time 25 hours per week

FWA Eligible: No

Pay: \$11.00-\$13.00 per hour

Department: Center Services

Reports To: TBD

Direct Reports: None

Location: TBD - BP/KX/SV/FLT

About the Position

Summary: The Center Site Coordinator (SC) will have responsibility to complete data entry for both the Senior Center and the Senior Food Services/Activities. The SC will develop and implement a variety of activities throughout the center in accordance with the Allegheny County Area Agency on Aging's Performance Based Contracting and Tier requirements. The SC will monitor, inventory, and track all activities at the Senior Center.

Essential Job Duties:

- Track, compile and monitor attendance and tier participation through WellSky/Co-pilot (WS).
- Develop and plan activities for participants, in center, out of center, and virtual.
- Increase Average Daily Participation.
- Oversee all aspects of the center kitchen including operations and compliance.

Additional Job Duties:

- The ability to travel within the LifeSpan service area to help when and where it is needed.
- Completion of other duties as assigned in implementing LifeSpan's mission and vision.
- Attendance at classes, workshops, trainings and meetings that relate to the development of, or current position within the department.

Preferred 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, the owner and driver of the vehicle must carry the minimum insurance coverage as determined by the agency and must submit proof of coverage. Intermediate skills and proficiency in computer use and data entry. Good communication and people skills.

Required Qualifications: Must pass a criminal history clearance report from the PA State Police or FBI along with a clear driving record.

Traits/Characteristics:

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

Technology/Certifications/Other:

Within the probationary period must attend and successfully complete training and certification for:

- Basic first aid, CPR, and AED.
- Completion of a Serve Safe/Food Safety Course.
- Authorization and training for WS and Link2feed.