



**Position:** Center Site Coordinator

**Exemption Status:** Non-exempt

**Job Status:** Full Time 40 hours per week

**FW Eligible:** No

**Pay:** \$11.00-\$13.00 per hour

**Department:** Center Services

**Reports To:** TBD

**Direct Reports:** None

**Location:** Chartiers/Imperial

### **About the Position**

**Summary:** The Center Services Site Coordinator (SC) will have primary responsibility for the day-to-day operations at assigned Community Centers. The SC will aid in developing and implementing a variety of activities throughout the centers in accordance with the Allegheny County Area Agency on Aging's Performance Based Contracting and Tier formulas.

### **Essential Job Duties:**

- Track, compile and monitor attendance and tier participation through WellSky(WS)/CoPilot.
- Assist in developing and planning activities for participants, in center, out of center, and virtual.
- Assist to increase Average Daily Participation.
- Assist in overseeing all aspects of the center kitchen including operations and compliance.

### **Additional Job Duties:**

- The ability to travel within the LifeSpan service area to provide assistance 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/Co-Pilot.