



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

DON ZIMMERMAN
DIRECTOR OF HUMAN RESOURCES

INTERNAL/EXTERNAL JOB POSTING

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Planning	Senior Center	Program Coordinator	R27 – \$667.06-\$711.48

Minimum Requirements: (Candidates must meet minimum qualifications as stated in job description.)

- Bachelor's Degree in Human Services or other related field.
- One (1) to two (2) years experience in program planning and healthy aging initiatives. Activity Certificate a plus.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Excellent oral and written communication skills.

Licenses

- Valid Drivers License; registered vehicle and proper insurance for home visits.

External applicants: Please provide a fully-executed City of Pawtucket application, which can be found at www.pawtucketri.com under job opportunities, along with a cover letter, resume and copy of your Bachelor's Degree, or most recent diploma. Please email the entire package to claird@pawtucketri.com.

Internal Applicants: October 21, 2016- October 31, 2016

External Applicants: October 21, 2016- until filled

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the American with Disabilities Act.



CITY OF PAWTUCKET

Job Description

Job Title: Program Coordinator
Department: Planning- Division Senior Services
Reports To: Leon Mathieu Senior Center Director
Pay Grade: R 27
Prepared By: ASG
Prepared Date: May 2000
Approved By: DZ
Approved Date: October 2016
Added to Local 1012 per Agreement: September 27, 2004

SUMMARY

Responsible for the development of all social, leisure learning, physical activities, education and life enrichment programs for all persons 55 years of age and older.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develop, plan and coordinate all leisure or learning activities programs, social activities and fund raising events.
- Develop, plan and coordinate all special events, day trips, intergenerational programs, health promotion and health prevention programs
- Utilize data base software system for all programs and statistical information to prepare reports as required by funding agencies
- Monitor volunteers and program instructors
- Create speaker bureau and plan for special presentations
- Interface with participants and staff on daily basis
- Assist with development and distribution of bi-monthly newsletter
- Attend staff and Senior Advisory Board meetings
- Write and distribute publicity materials for programs, examples include but not limited to press releases, flyers, brochures, etc.
- Assist Information Specialist when necessary with working with clients to provide information concerning local, state and federal programs and services.
- Perform other job-related duties as assigned by the Center Director.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Human Services or other related field. One to two years experience in program planning and healthy aging initiatives. Activity Certificate a plus.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Excellent oral and written communication skills.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid RI Drivers License; registered vehicle and proper insurance for home visits.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.