



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
FAX (978) 640-4302

JOB POSTING

POSITION AVAILABLE: Activities Coordinator (Council on Aging)

QUALIFICATIONS: Must have a High School Diploma, experience working with the elderly population, creativity, good organizational, scheduling and planning skills, as well as good computer, writing and public relations skills. A Massachusetts Driver's License and own vehicle is required.

Specific job qualifications are listed in the job description attached.

HOURS: 19 hours a week

SALARY RANGE: Hourly \$13.64 - \$16.00

BENEFITS: None

POSTING DATES: From: September 16, 2015
To: September 25, 2015

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office at the Town Hall temporarily located at 464 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

Position Purpose:

Develop and implement Council on Aging events, activities, classes, and trips based on the needs and interests of Tewksbury's elders and the COA's mission. Complete all administrative duties associated with activity planning, marketing and tracking. Assists with monthly newsletter. All other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Encourages participation in activities and education programs to promote wellness
- Keeps current with active older adult trends and consistently seeks new programmatic ideas
- Accepts program feedback, comments, and ideas.
- Manages details of events and activities to ensure a positive experience for participants, performers, volunteers, instructors, and guest speakers.
- Assists in training and management of volunteer activity instructors.
- Schedules and tracks events with My Senior Center Software
- Assists in an effort to keep updated residency, contact, and emergency information on program participants.
- Maintain relationships with other COAs, town departments, community groups, and service providers for the purposes of education, advocacy and networking.
- Acts as a liaison between the COA and the greater Tewksbury community.
- Informs clients and the community of the programs and services provided by the Council on Aging through public relations including but not limited to press releases, cable slides, flyers, announcements, website/Facebook updates, and phone calls.
- Assists Director with COA's monthly newsletter.
- Coordination of trips including contact with trip destinations and transportation agencies.
- Share with the Director any concerns, questions or unusual situations whenever necessary.
- Provide office coverage as assigned by the Director.
- Attends trainings appropriate for position when department funds are available.
- Professional, appropriate conduct is required at all times.
- Occasionally required to work evening/weekend hours.

Recommended Minimum Qualifications:

Must have a High School diploma, experience working with the elderly population, creativity, good organizational, scheduling and planning skills, as well as good computer, writing and public relation skills.

Essential Requirements

- Must be able to work under moderate noise level.
- Must be able to lift, handle and manipulate on occasion at least 30 lbs. normally less.
- Must have good vision to be able to distinguish printed data including numbers and allow the candidate to operate personal computer and office machines, (i.e. fax, copier and etc.).

- Must be able to communicate effectively in writing and orally in a clear and precise manner.
- Must have good stamina and not tire easily.

Physical Requirements:

(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.)

Regularly required to walk, stand, sit, talk, and hear; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 30 pounds. Must be able to communicate effectively.

Supervision:

Supervision Received: Work is performed under the direction of the Council on Aging Director or his/her designee

Supervision Exercised: Assist in training and management of activity volunteers and/or assistant(s).

Job Environment:

- Work is performed at the Senior Center under typical office conditions; the noise level is moderate;
- Attending events in the community is occasionally required.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, other agencies and councils that provide aging services. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Errors could result in adverse public relations, reduction in the level of service and monetary loss.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)