

Town of Provincetown, Massachusetts
GRADE 6 AFSCME UNION POSITION
COA Program Coordinator Job Description

Definition

Under the supervision of the COA Director, responsible for developing, implementing and overseeing COA programs, activities and special events with the goal of (1) supporting the COA mission of offering programs to enrich the well-being of older adults and (2) attracting new seniors to the COA. Provides COA office coverage.

Job Environment

Work is performed in busy office, dining room, kitchen, activity rooms, outdoors and at off-site events.

Constant communication with COA staff, volunteers, instructors, senior participants, town departments, human services agency staff, businesses and the general public.

Access to confidential client personal information.

Operates computers and other office equipment, kitchen appliances including industrial dishwasher, ovens, etc. and program equipment such as televisions, recording devices, etc.

Travel may include supply shopping trips, senior excursions, training sessions.

Represents COA and Town of Provincetown in the community.

Essential Functions

Designs, implements, oversees and publicizes programs including, but not limited to:

- Develops ideas for new programs in consultation with COA Director with plans for implementation.
- Coordinates scheduling of programs, instructors, volunteers, entertainment; provides back-up as needed.
- Hosts programs including managing technology, refreshments, sets up/break down of events, etc.
- Creates, posts publicity materials, including COA newsletter submissions, community distribution.
- Oversees Program Assistant and program volunteers.
- Confers with COA Director and COA Cook regarding support for meal programs.
- Ensures cleanliness of program areas in coordination with COA Director, DPW custodian.
- Maintains program inventory, orders supplies.

Monitors and maintains sanitation standards in kitchen, dining area, activity rooms.

Maintains and organizes program supply storage areas.

Assists with attendance information/data entry for MySeniorCenter data base.

Provides COA office coverage as needed including, but not limited to, assisting seniors on the phone or in person with information, services, referrals.

Participates in COA staff activities including staff meetings, meetings with Director, special events.

Town of Provincetown, Massachusetts
GRADE 6 AFSCME UNION POSITION
COA Program Coordinator Job Description

Maintains high standards of confidentiality at all times.

Physical work includes lifting up to 30 pounds, moving and setting up furniture, using stepstools in storage/activity areas, cleaning kitchen and other areas, and other duties as required or assigned.

Occasional evening or weekend hours.

Performs other similar or related duties as required or assigned and assists co-workers as needed.

Recommended Minimum Qualifications

Education and Experience:

High school graduate or equivalent. Experience working with older adults highly preferred. Technology skills (see below). CPR, Safe Food Handling training (provided). CORI check.

Knowledge, Ability and Skill:

Ability to communicate and work well with a diverse clientele including people with physical and cognitive challenges; strict adherence to confidentiality; familiarity with technology including computers, desktop publishing, SMART TV, computer connections involving external displays, Zoom; aptitude for working with program equipment such as portable PA systems, assisted listening devices, video camera, music and game systems; excellent organizational skills; positive, welcoming personality; ability to work independently; valid Massachusetts driver's license.

**Town of Provincetown, Massachusetts
GRADE 6 AFSCME UNION POSITION
COA Program Coordinator Job Description**

9/7/21