

Cass County Council on Aging

Job Description

Job Title: Front Street Crossing Coordinator

Job Summary: Under supervision and guidance of the Community Development Team Leader, carries out the duties of over-seeing the Dowagiac Site to meet the needs of older adults in Cass County. Promotes excellent communications and public relations between the agency, the community we serve, and the organizations we partner with.

Nature and Scope of Job: To plan, organize, and direct the overall operation of the Dowagiac Site. Close cooperation will be required between this position and the other departments to achieve the COA's overall goal. The position requires demonstrated exceptional verbal and written communication skills.

Essential Job Functions:

1. Plans, organizes, and directs the regular operations of the Dowagiac Site within established guidelines and procedures, assisting other positions as needed.
2. Collaborates with the Community Development Team Leader to identify and develop grant applications for programs, events and activities.
3. Develops and maintains a high visibility in the community for the promotion of programs, services, events and activities.
4. Coordinates with other community agencies and organizations to ensure broad utilization of local resources in conjunction with programs for older adults.
5. Actively updates the public on upcoming programs, activities or events, such as news release articles for the monthly newsletter, webpage, social media posts, presentations, etc.
6. Provides written and/or verbal data to the Community Development Team Leader for weekly, monthly and quarterly reports.
7. Participates in evening and/or weekend activities as needed.
8. Coordinates, organizes and schedules various programs and events within the location. Prepares all rooms accordingly.
9. Assists with the recruiting of participants and volunteers.
10. Monitors building maintenance. Submits work orders as needed.
11. Follows the agency's safety and health procedures to ensure safe work practices.
12. Develops and maintains a positive environment for staff, clients and volunteers.
13. Participates in staff and team meetings as required.
14. Performs other duties as assigned.

Minimum Qualifications:

Education: This position prefers a Bachelor's degree in one of the following: Business Administration, Operations Management, Organizational Development, Gerontology or similar fields.

OR

A minimum of seven (7) years of progressive management experience in business or operations in addition to a high school diploma or GED

Experience: Three plus years of progressively greater responsibility in program coordination, or human services. Two plus years in grant writing experience is strongly preferred. Previous senior center administration preferred. Skills in communication, public relations and presentations are highly desired.

Certifications: Must maintain current CPR, First Aid and AED certification.

Skills and Abilities:

1. Ability to relate well with a diverse population.
2. Strong computer skills, especially in MS Word and Excel.
3. Strong analytical skill is required for the daily operations of the Site.
4. Sense of respect for guests and the ability to maintain confidentiality.
5. Ability to work as part of a team with minimal supervision.
6. Ability to organize work and complete assigned tasks.
7. Excellent communication and presentation skills.
8. Ability to exercise good judgment.
9. Ability to work under pressure in a fast paced environment.
10. Ability to maintain a calmness, patience and good sense of perspective under sometimes very difficult circumstances.
11. Possess basic knowledge of community resources as they relate to human services.

The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along job related selection or promotional criteria.

Physical Requirements

Ability to travel throughout the county and surrounding areas

Ability to lift and carry files, notebooks, and materials weighing up to 40 pounds.

Ability and strength to set-up and tear-down tables and chairs, including moving them from one room to another

Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

Working Conditions:

Works in office and center conditions

Travels throughout the area to attend off site functions

The 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.

Approval: _____ Date: _____
(Chief Executive Officer)

I attest that I have read, understand, and received a copy of this job description and am able to carry out the responsibilities as listed.

Employee Signature: _____ Date: _____

FLSA Status: Exempt
Professional II
October 2022