



Recreation Department

Position Title: Civic Center Senior Club Program Coordinator

Department/Location: Senior Club (Civic Center Location)/Recreation Department

Reports to: Director of Wauwatosa Senior Centers (Recreation Program Coordinator)

Supervises: Wauwatosa Senior Club Programming

Position Summary: Position is responsible for developing, implementing and organizing programming and trips at the Civic Center Senior Club location. The Senior Club Program Coordinator will provide leadership in support of the social, emotional, economic, and health needs of the Wauwatosa communities' senior adult population. Hours are Tuesday, Wednesday and Friday 10am-3pm.

Qualifications:

- 1 year experience working in senior programming, recreational programming or related field.
- Knowledge of and experience with recreational programming best practices
- Ability to read, comprehend, follow, and give oral and written instructions
- Excellent communication skills, both verbally and in writing
- Capability to work with limited daily supervision and to make accurate, rapid, independent decisions
- Ability to apply theories, principles, and concepts to diverse situations
- Excellent organizational skills
- High level of maturity
- Strong degree of self-direction and motivation
- Ability to use tact and diplomacy in dealing with others
- Capability to use discretion and integrity to process information and data in a confidential and professional manner
- Ability to use a variety of office equipment and software products
- Ability to maintain records and reports in an organized and orderly manner
- Strength to work effectively in a team environment
- Competence to multitask and meet deadlines

Essential Job Functions:

- Publicize the activities of the organization, its programs and goals.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Ensure that adequate funds are available to allow the Senior Club site can carry out its trips and programs.
- Perform all functions and duties to ensure the success of the senior programming in Wauwatosa.
- Accepts and processes financial transactions/registrations for various senior club activities, trips and Friday lunches.
- Create menu, organize (shop) and prepare weekly Friday lunches.
- On a daily basis, prepares coffee, snacks, and events for the day.
- Assist Senior Center Director with developing the monthly newsletter providing information about programs, events and other items of interest.
- Creates flyers for upcoming events, classes and trips.



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- Helps set up and run planned programs or events.
- Create monthly calendar for the Wauwatosa Senior Club
- Facilitate monthly book discussions.
- Assisting with the Senior Center Director, plans activities and programs for the adult population including, but not limited to invited speakers, recreational trips, and educational programs.
- Performs other duties as assigned.
- Performs similar or related work as required, directed, or situation dictates.

Other Job Functions:

- Use and knowledge of Rectrac registration system.
- Create and promote various aspects of programs affiliated with programming within the Wauwatosa Recreation Department including the information listed in the quarterly brochure.
- Communicate effectively within the office environment and to the necessary parties affected by changes and/or customer needs.
- Establish orderly filing and/or resource areas/systems.
- Data entry and word processing systems.
- Accept various responsibilities as may be deemed appropriate.

Essential Physical/Mental Requirements:

- Ability to work both inside and outside environmental conditions.
- Ability to work around and with chemicals, dust, fumes and loud noises.
- Physical agility to maintain mobility when traveling on trips.
- Subject to modified/flexible work schedule.
- Ability to lift and move up to 25 pounds.
- Ability to use assistance, mechanical or team lift, for material over 25 pounds.