

Ypsilanti Senior Center
Position Description
For
Program Coordinator

Under the direction of Ypsilanti Senior Center Executive Director, assists in establishing and overseeing the programs that occur at the center.

Responsibilities include:

- Supervision of the Programs and Calendar of activities for the center
 - Adjust activities as needed
 - Add new activities
 - Establish a system of tracking participants.
 - Develop evaluations of classes

- Establish and maintain a relationship with the partners of the intergenerational project.
 - Working with the team that is establishing the center as an intergenerational hub, help define and put into practice the concept of “Partnerships in Site”
 - Schedule intergenerational programs
 - Help with marketing the programs
 - Assist with evaluation of the programs

- Assist in Fundraising
 - Assist with the planning and execution of fundraisers
 - Solicit volunteers to work on the fundraising
 - Assist with writing of grants

- Assistance with rentals
 - Assist with contracts
 - Assist with rental calendar
 - Handle monies
 - Help schedule volunteers to open and close the center for rentals

Skills Required:

- Ability to keep accurate records; tabulate and prepare basic reports
- Strong organizational skills
- Demonstrated interpersonal skills. Ability to establish rapport with all ages.
- Preferred skills in grant writing and fundraising.

Education Required:

- High School diploma or equivalent. Preferred Bachelor’s Degree and/or experience in related field.

Schedule: 32 hours/week to begin. M,W,F afternoon and all day T,Th. Hours are somewhat flexible. Paid holidays. \$18.00/hour.