

South Jordan City

Job Description

Title: Senior Programs Coordinator
Org: 100250
Pay Grade: GH15

Effective Date: 5/7/2025
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Plan, market, implement and evaluate community programs for active aging adults. Community senior programs may include areas such as education, classes, special events, transportation, and meals. Create, implement, and manage various programs and plans relating to city volunteers and actively recruit volunteers as needed.

SUPERVISOR

Community Center Manager

POSITION(S) SUPERVISED

Driver
Volunteers

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave. This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Coordinate with Human Resources for the recruitment, screening, placement, and evaluation of volunteers. Develop and implement training programs for staff regarding proper supervision of volunteers. Prepare and circulate job descriptions for volunteer programs to be filled.

Plan, market, implement and evaluate senior community programs and events.

Implement programs within approved budget guidelines and assure cost recovery targets are achieved.

Secure alternative revenue sources as deemed necessary for program (ie. donations, sponsors, partners, grants, etc.)

Coordinate program use with appropriate facility manager.

Manage community program registration, participation and completion using available software and online programs.

Maintain minimum participation attendance as agreed upon with supervisor.

Oversee contract instructors' program administration.

Attend to participant needs and concerns assuring professional programming.

Ensure proper food sanitation procedures are adhered to. Monitor temperature of food until serving time. Ascertain that the correct number of meals are delivered.

Monitor daily set-up and clean up of dining room and kitchen area. Periodic clean-up is scheduled for all kitchen and storage areas. Ensure pantry area is clean and appliances are unplugged before leaving.

Keep daily written reports on food temperatures.

Work daily with the senior population, some of which may have special needs, to assist in center activities.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's degree from a regionally accredited college or university with major coursework involving recreation management, communications, public relations, or related field.

AND

B. One (1) year of related experience in the above job duties.

OR

A. Graduation from High School or G.E.D.;

AND

B. Four (4) years of related experience in the above job duties.

2. Special Qualifications

Valid Food Handlers Permit, or be able to obtain one upon employment.

Valid Utah CDL Class C with passenger endorsement within 6 months of hire

Valid First Aid and CPR Certification within 6 months of hire

3. Knowledge, Skills and Abilities:

Knowledge of methods, techniques and procedures in the delivery of the community service programs, common recreational and social needs of senior age groups, principles and procedures for implementing and directing community services or recreation activities, principles and practices of program budget monitoring, and principles and practices of assigning and reviewing the work of others. Knowledge and experience in grant writing, recreation management software, administering program partner contracts, etc.

Skill in working with diverse groups, individuals, adults, and seniors, in interpersonal conflict/dispute resolution methods, and organization and implementation of programs and activities in a professional manner.

Ability to develop and coordinate a community service or recreation programs suited to the needs of the community; plan, organize, coordinate and implement a community services program; establish and maintain effective working relationships with those contacted in the course of work; analyze, interpret, and explain section policies and procedures; communicate effectively orally and in writing; train and evaluate contract and temporary personnel; prepare detailed reports and other written material; provide office support, answer phones, and interact with the public.

Basic skill in using Microsoft Office products (Word, Excel, PowerPoint, Outlook). Critical thinking, social perceptiveness, attention to detail, and basic public relations skills.

Knowledge of kitchen equipment and food handling experience.

Knowledge of SLCO reporting systems and operations.

4. Working Conditions:

Non-traditional working hours are required. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing, and seeing are essential to the performance of the job. Common eye, hand, and finger dexterity exist. Mental application makes use of memory for details, verbal instructions, emotional stability, critical thinking and creative problem-solving. Frequent local travel required in normal course of job performance. Periodic exposure to weather extremes.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Senior Program Coordinator	EEO-4 Class:	Serv/Maint
Location:	Senior Programs	EEOP Class:	Serv/Maint
Group/BU:	General Pay Plan	Tech-Net Match:	