

# Milan Seniors for Healthy Living

## Job Description: Program Coordinator

40 hours/week (1FTE)

Starting salary: \$14.10/hour

**Job Summary:** Plan, develop, implement, and evaluate programs and activities fitting with MSHL's mission and purpose. Assist in seeking resources to further support and grow MSHL programs and services.

### Organizational Status:

The Program Coordinator reports to the Executive Director.

### Key Responsibilities and Accountabilities:

- In accordance with MSHL's strategic plan, develop, implement, and evaluate programs addressing the needs and desires of MSHL's target population (those 50+ years of age living in the greater Milan area) in the core areas of socialization, fitness, educational, and support services.
- Promote events, programs, and activities through the MSHL Newsletter and other sources.
- Build and lead volunteer team(s) as lay leaders/ co-planners of many of your programs.
- Network with community organizations and senior service organizations.

### Additional Roles & Responsibilities:

- Work as a team to provide support to other MSHL staff as needed.
- Be familiar with all programs/ services that MSHL has to offer.
- Other tasks as assigned.
- Grant writing for program development and support.
- Continue professional development.
- Assist with program and event set up (including tables, chairs, etc.)

### Qualifications & Requirements:

Education: Bachelor's Degree in Human Services related field

Licenses/ Certifications: (copies of which need to be held in employee records)

First Aid/ CPR/AED

Experience: Experience planning and implementing programs;

Proficient with the computer;

Basic understanding of Word, Publisher, Excel, and Access;

Comfortable with data base entry and reporting.

Skills: A heart for the needs of an aging population;

Ability to work independently as well as a team member with other staff and volunteers

Ability to develop and supervise a team of volunteers

Personable, nurturing, and outgoing

Self-motivated, innovative, and organized;

Ability to multi-task;

Good team player;

Able to work well with many different personality types and levels of needs;

Handle quickly fluctuating situations gracefully and professionally

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Employee

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Date

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Immediate Supervisor

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Date