

TALLAHASSEE SENIOR SERVICES
Parks, Recreation, & Neighborhood Affairs
City of Tallahassee

POSITION TITLE: Southside Outreach Program Coordinator

GOAL: To encourage and provide the tools for seniors to live healthier, more active lifestyles, achieve optimal aging, and be socially fit.

CLASSIFICATION FACTOR(S):

- City Temp position funded by CDBG grant (no benefits)
- Supervised by Assistant Supervisor, Resources and Services
- 24 hours per week paid hourly

SKILLS AND OTHER REQUIREMENTS NECESSARY FOR POSITION:

- Bachelor's degree in health education, social work, or gerontology preferred.
- Minimum of three years experience working with senior program development, event planning, or related area required, more years preferred.
- Knowledge of Tallahassee-Leon County senior services preferred.
- Experience in working with senior adults, community outreach, and coordinating events.
- Ability to communicate effectively, clearly and concisely orally and in writing. Comfortable with public speaking.
- Strong organizational skills.
- Excellent word processing, spreadsheet, and data entry skills required, additional computer skills desired.
- Ability to work as a team member. Ability to establish and maintain effective working relationships with peers, supervisors, other agency personnel and the general public.
- Must be able to lift a minimum of 20 pounds.
- Transportation required.

EXAMPLES OF WORK PERFORMED:

1. Develop, coordinate, implement, evaluate, and promote senior programs offered in Southside and other under-served communities of Tallahassee.
2. Provide individual assistance to seniors as needed, usually in a referral or connecting role.
3. Facilitate health screenings, health education, and other relevant programs to meet the goal mentioned above.
4. Maintain data, conduct surveys, and complete reports required for grant and other funding sources.
5. Prepare information to be submitted to *Active Living* magazine and other applicable publications and web sites.
6. Represent Senior Services on relevant task forces, work groups, advisory councils, and meetings.
7. Represent Senior Services at community outreach events.
8. Assist with TSC Foundation special events.
9. Attend staff meetings and other meetings as required by the supervisor.
10. Assist with Age Friendly Community project as needed.
11. Perform other related assignments as requested by the supervisor.