

## CITY OF JEFFERSON POSITION DESCRIPTION

**Name:** \_\_\_\_\_ **Department:** Senior Center  
**Title:** Senior Center Coordinator **Pay Grade:** 7 \$29.45-\$33.66/Hour **FLSA:** Exempt  
**Date:** May 2026 **Reports To:** Parks, Recreation & Forestry Director

### PURPOSE OF POSITION

The Senior Center Coordinator is responsible for the planning, coordination, and day-to-day management of the Jefferson Area Senior Center. This position serves as the primary staff presence in the facility, overseeing all operations, programming, communications, volunteer management, and fiscal administration. The position is salaried exempt and operates on a flexible schedule structured around Center programming, events, and participant needs, with core on-site hours maintained during regular Center operations. The position requires a self-starter who can independently manage multiple responsibilities simultaneously with minimal day-to-day supervision. Work is performed under the general direction of the Parks, Recreation & Forestry Director.

### ESSENTIAL FUNCTIONS

The following duties are normal for this position and are not intended to be all-inclusive. Other duties may be required and assigned.

#### Facility Operations & Administration

- Serves as the primary and sole full-time staff presence at the Senior Center and primary keyholder for the facility; exercises independent judgment to manage daily operations, respond to facility needs, and ensure a safe and welcoming environment for all participants.
- Prepares, monitors, and administers the Senior Center budget; maintains accurate fiscal records; processes invoices and expenditures in accordance with City financial policies.
- Maintains all Center records and files including emergency procedures, participant medical information, safety regulations, and required state licensing documentation.
- Performs clerical and administrative functions essential to daily Center operations, including answering phones, making copies, assisting participants with program registration, and compiling program rosters and attendance records.
- Orders and maintains inventory of supplies and materials; manages vendor relationships.
- Ensures facility security, cleanliness, and routine maintenance; coordinates with City staff for facility repair and upkeep needs.
- Serves as primary point of contact for after-hours or emergency situations affecting the facility.

#### Accreditation & Quality Standards

- Maintains and pursues renewal of the Jefferson Area Senior Center's Wisconsin Association of Senior Centers (WASC) accreditation; leads the self-assessment process, coordinates peer review preparation, and implements recommendations from accreditation reviews.
- Ensures Center operations, programming, and documentation align with WASC's nine areas of management standards on an ongoing basis.

- Tracks accreditation deadlines and renewal cycles; keeps the Director informed of status and any compliance needs.

### **Programming & Events**

- Plans, develops, and evaluates a comprehensive schedule of programs, recreational activities, educational offerings, day trips, and special events for older adults.
- Schedules speakers, presenters, and community partners to support programming goals.
- Coordinates the Community Action Coalition (CAC) Stockbox Program, serving as the on-site point of contact for food distribution to eligible participants age 60 and older.
- Assesses program effectiveness and participant satisfaction; continuously improves offerings based on community need and feedback.
- Serves as an advocate for senior interests and needs on relevant local committees, commissions, and community initiatives.

### **Volunteer Management**

- Recruits, trains, schedules, and supervises volunteers to support Center operations and programming.
- Maintains a reliable and engaged volunteer corps; provides ongoing recognition, direction, and performance feedback.
- Steps in to perform direct program delivery or operational duties as needed when volunteer coverage is limited, ensuring continuity of services for participants.

### **Communications & Community Relations**

- Produces and distributes a monthly print newsletter; manages a biweekly email newsletter to participants and stakeholders.
- Manages the Senior Center's social media presence; creates and schedules regular content to promote programs, events, and community resources.
- Serves as the public face of the Senior Center; builds positive relationships with participants, families, volunteers, community organizations, and the media.
- Responds to public inquiries; provides information about Center programs, services, and community resources for older adults.

### **Fundraising & Alternative Funding**

- Actively pursues funding opportunities to support Senior Center programs, operations, and capital needs; sources may include grants, donor contributions, corporate sponsorships, in-kind gifts, and other alternative funding streams.
- Researches and prepares grant applications; manages reporting requirements for awarded grants.
- Solicits sponsorships and donations from local businesses, civic organizations, and community members; cultivates and maintains donor relationships.
- Works with the Director to identify and evaluate new or emerging funding opportunities aligned with Center priorities.

### **Partnerships & External Coordination**

- Serves as the City's primary liaison to the Aging & Disability Resource Center (ADRC) of Jefferson County, coordinating shared use of the facility and collaborative programming and service delivery.
- Develops and maintains partnerships with county aging services, healthcare providers, social service agencies, and community organizations to expand resources available to Senior Center participants.
- Acts as liaison to the Senior Center Advisory Board; prepares materials, coordinates meetings, and supports board functions

## **ADDITIONAL FUNCTIONS**

Distributes prize money.

Performs other related functions as assigned or required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Gerontology, Social Work, Social Services, Recreation Administration, or a closely related field, with a minimum of two (2) years of experience in senior center administration, aging services, or community programming. An Associate's degree with significant directly related experience will be considered. Equivalent combinations of education and experience that demonstrate the required knowledge, skills, and abilities are encouraged to apply.

Additional requirements:

- Valid Wisconsin driver's license with an acceptable driving record.
- CPR and First Aid certifications required within 60 days of hire.
- Demonstrated proficiency with email platforms, social media, and digital newsletter tools.
- Ability to work occasional evenings or weekends for special events or programming.

## **PERFORMANCE APTITUDES**

**Knowledge of:**

- Principles and practices of senior center administration and older adult programming.
- WASC accreditation standards and the nine areas of senior center management.
- Community resources, social services, and programs available to older adults in Wisconsin.
- Budget preparation, fiscal recordkeeping, and municipal financial administration.
- Grant writing, fundraising methods, and donor/sponsor cultivation.
- Volunteer management practices and principles of adult learning.

**Skills in:**

- Written and verbal communication, including newsletter production, social media content, and public presentations.
- Program planning, event coordination, and outcome evaluation.
- General clerical and administrative functions including phone reception, copying, data entry, registration assistance, and records management.
- Building and maintaining positive relationships with diverse populations.
- Operation of standard office technology including computers, email systems, and office equipment.

**Ability to:**

- Work independently as a self-starter with minimal day-to-day supervision, proactively identifying and addressing needs without waiting for direction.
- Effectively multitask and manage a high volume of concurrent responsibilities across programming, administration, communications, fundraising, and facility operations.

- Manage a flexible schedule responsibly, maintaining consistent on-site presence during core Center hours while adapting availability to evening programs, special events, and Advisory Board meetings as needed.
- Respond effectively to participant needs, emergencies, and operational challenges as the primary on-site staff member.
- Establish and maintain effective working relationships with participants, volunteers, partner agencies, City staff, advisory board members, and the public.
- Communicate clearly and empathetically with older adults and their families.

**ADA COMPLIANCE**

**Physical Ability:**

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Factors:**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

The City of Jefferson, Wisconsin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date