

**BANKS COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE:

SENIOR CENTER COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist in the operation of the County's Senior Life Center and to assist in related personnel, financial and departmental administrative functions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific duties and responsibilities does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Answers the phone in a Professional Manner

Capable of working with all age groups

Maintains accurate records

Prepares Weekly and Monthly Financial Reports.

Recruits, supervises, and coordinates volunteers.

Maintains confidentiality while dealing with client and volunteer records.

Prepares and maintains client records.

Assists the Director in training volunteers.

Prepares intake data for home delivered meals and congregates meal participants.

Helps pack and deliver home delivered meals as needed.

Informs the Senior Center Director of the HDM client's condition, including nutrition, abuse, physical and mental health and/or living conditions, and needs reported by the volunteers.

Assists Senior Center Director with field trips.

ADDITIONAL FUNCTIONS

Performs other related duties as required by the Director.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training; supplemented by five years previous experience and/or training that includes progressively responsible operations; or any equivalent combination of education, training or experience in financial reports, RFP'S and Record keeping, which provide the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analysis to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of weight (5-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as violence and disease.

Banks County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.