**Village of Sussex Position Description**

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| **Position Title:** | Adults Over 50 Program Coordinator | **Department:** | Parks & Recreation |
| **Revision Date:** | July 17, 2025 | **Pay Grade:** | 3 | **FLSA:** | NE |
| **Staff to Committee(s):** | Actively Aging Committee | **Reports To:** | Parks and Recreation Director |

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| **Job Summary**The Coordinator will enhance the quality of life of adults over 50 in Sussex through coordinated programs, social engagement, and special events geared for older adults.**Essential Duties & Responsibilities** Develop, implement, promote, and supervise social and educational programs, trips, and events. Assist in recruiting, hiring, training, and supervising part-time staff and volunteers. Evaluate the effectiveness of existing programs and keep programs relevant to community needs. Assist with preparation of print and online materials. Support intergenerational activities that cultivate youth-older adult partnerships. Lead the Actively Aging Committee meetings. Manage electronic program information files. Manage the annual program budget. Look for creative ways to secure funding to meet program needs. Maintain good communication with the participants, volunteers and other staff. Other duties as assigned.**Minimum Requirements** * Three years of experience working with senior populations in a similar manner.
* High School degree or GED (Post High School education preferred).
* Valid Driver’s License.
* First Aid and CPR/AED certification (or ability to obtain).

**Knowledge, Skills and Abilities** Must be able to operate a computer with basic software (outlook, word, excel, power point) along with basic office equipment. The position requires strong customer service skills and the ability to communicate effectively both orally and in writing. Must enjoy working with older adults, be able to work different schedules, and have skills in event planning. Should look to be part of the professional association and continue to advance trainings and skills.**Physical Demands of the Position** 45% of the time is spent standing, walking, talking, hearing, carrying, and low handling.45% of the time is spent sitting, typing, and talking on the phone.10% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for support), bending/twisting, reaching, and using far and near vision.**Environmental Conditions** 90% of the time is spent inside.10% of time is spent outside. |
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