



**City of Osseo**

415 Central Avenue

Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

## Senior Program Coordinator

<b>Position Title:</b>	Senior Program Coordinator
<b>Department:</b>	Administration
<b>Supervisor's Title:</b>	City Administrator
<b>Pay Grade:</b>	2 (Part Time Pay Scale)
<b>FLSA Status:</b>	Non-Exempt
<b>Work Status:</b>	Part Time

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### General Definition of Work:

Performs human support work assessing senior citizen needs, responding to questions, planning and implementing senior citizen programs, monitoring facility conditions, and related work as apparent or assigned. Work is performed under the close supervision of the City Administrator.

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### Qualification Requirements:

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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### Essential Functions:

- Interacts with senior citizens in-person two afternoons each week year-round in the Community Center.
  - Leads card games, board games, BINGO, etc., with limited set-up for these activities.
  - Coordinates occasional special music or speakers for senior group.
  - Advises City Administration of any property damage or necessary repairs/maintenance work in Community Center.
  - Cleans up after senior activities, washing tables, clearing and locking kitchen.
  - Coordinates snacks and occasional potluck meals.
  - Arranges for supplies needed for senior program.
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### Knowledge, Skills and Abilities:

General knowledge of the social and economic characteristics of senior citizens in the community; general knowledge of the recreational and cultural resources and facilities needed for the delivery of programs and services to senior citizens; ability to establish and maintain effective working relationships with senior citizens, community officials, and the general public.

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**Education and Experience:**

High school diploma or GED and minimal experience interacting with senior citizens.

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**Special Requirements:**

Some Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing

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**Physical Requirements:**

This work requires the occasional exertion of up to 10 pounds of force; work frequently using hands to finger, handle or feel and occasionally requires standing, walking, sitting, speaking or hearing, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, and observing general surroundings and activities.

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**Environmental Conditions:**

This work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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*Last Updated: November 2017*