

TOWN OF CROMWELL JOB POSTING

Part-Time Senior Center Program/Outreach Coordinator

Under the general direction of the Director of Human Services, provides direct services to senior citizens. Develops, coordinates and facilitates a wide variety of programs and activities to benefit Cromwell's senior population. Experience in working with senior citizens, strong organizational skills and effective communication skills required. Must be proficient in Microsoft Office including Publisher. Duties include but not limited to:

Planning, promoting, implementing, and evaluating cultural, educational, fitness, life skill development, and health and wellness programming; determines materials, supplies, and staff/instructors and budget needed for these programs.

Coordinating the preparation and distribution of the bi-monthly newsletter.

Recruiting, screening, contracting with, and evaluating instructors and/or group facilitators in conjunction with the Human Services Director.

Collaborating with community partners in offering programs and activities of interest to senior citizens.

Maintain an active program of community outreach connecting with isolated, homebound seniors with the purpose of linking seniors to appropriate resources and promoting the Center's purpose and support for its programs

Marketing programs and communications through media relations, social media, digital marketing, program brochures, fliers, press releases, posters, and speeches. Maintaining presence on Facebook, Instagram and in local print publications.

Minimum Qualifications: A Bachelor's Degree in Gerontology, Recreation, Social Sciences, or some closely related field and one year of responsible experience in geriatrics, social service or recreation; OR an equivalent combination of education, work experience or training. Part-time position for 20 hours per week at \$21.63 per hour.

Position Available Beginning July 1, 2019.

Open until filled.

**Please submit a Town of Cromwell Application and Resume to:
Attention: Marion Bironi, 41 West Street, Cromwell, CT 06416**