



**POSITION TITLE:** Program Coordinator

**DEPARTMENT:** Senior & Disability Services

**REPORTS TO:** Director of Senior & Disability Services

**SALARIED ESTIMATED:** Min. \$45,000 – Max \$50,000 – Experience Based

**EMPLOYMENT TYPE:** Full-Time/Exempt

**HOURS:** Position is full-time, 32.5 hours/week, 9:00 am – 4:30 pm

**POSITION OVERVIEW:**

1. Coordinator of the Township's Home Delivered Meal Program;
2. Recruits, trains and monitors volunteers for HDM program; Liaises with HandsOn Suburban Chicago (HOSC) regarding volunteers, hours, needs. Responsible for all HOSC reporting;
3. Responsible for the Alzheimer's Caregiver Support Group, providing information, leadership and guidance
4. Responsible for development and coordination of Senior & Disability Services' monthly, quarterly, and semi-annual programs, including finding speakers and marketing;
5. Provide information, referrals and assistance pertaining to Veterans in Wheeling Township and/or their families;
6. Provide information, referrals and assistance pertaining to senior and disabled residents in Wheeling Township and/or and their families;
7. Provide community presentations /meet with community groups/attend community fairs/represent Wheeling Township in a marketing/outreach capacity, as needed;
8. Develop and maintain a network of individuals and organizations affiliated with Wheeling Township senior citizens and residents with disabilities;
9. Assist with special projects including, but not limited to, mass mailings, reminder calls, program check-ins, community outreach activities;
10. Other duties, as assigned.

**POSITION RESPONSIBILITIES:**

**HOME DELIVERED MEAL PROGRAM**

1. Responsible for recruiting, training and coordinating churches/houses of worship, civic groups and individual volunteers to deliver meals;
2. Responsible for submitting/reviewing volunteer background and driver's license checks;
3. Responsible for creating and maintaining comprehensive files on all volunteers and HDM clients;
4. Responsible for the accurate creation and timely dissemination of routes/newsletter to volunteers;
5. Responsible for providing accurate and timely client statistical records to the Township Financial Assistant to ensure billing and financial records are complete;
6. Responsible for establishing and maintaining a professional working relationship with the Lutheran Home personnel assigned to the HDM program;
7. Responsible for serving as a substitute driver on an as-required basis;

8. Responsible for submission of monthly/annual reports providing accurate statistics on HDM activities;
9. Work on community outreach of HDM program through presentations, community fairs, newsletter articles;
10. Other duties, as assigned.

#### **ALZHEIMER'S CAREGIVER SUPPORT GROUP**

1. Run, moderate, and guide the monthly group
  - a. Pass Alzheimer's Association Support Group Leader training
2. Participate in Alzheimer's Association training and events
3. Provide follow up information and emails to group members
4. Develop resources in order to direct group members and residents

#### **EDUCATIONAL PROGRAMS**

1. Create and run educational programs
  - a. Attend monthly Senior Advisory Board meetings;
  - b. Topic coordination with Director;
  - c. Find potential speakers;
  - d. Determine room/zoom availability;
  - e. Flyer creation/liasing with speakers;
  - f. Eblasts/liasing with residents;
  - g. Program set up/in-house communication;
  - h. Post-program follow-up;
  - i. Other duties, as assigned.

#### **VETERANS**

1. Become acquainted with services available to Veterans
2. Establish relationships with local VSOs
3. Host annual Veterans Services program

#### **OTHER JOB FUNCTIONS**

1. Committee Representation:
  - Township representative to NWVAN (Northwest Volunteer Administrator Network)
  - Township representative to Paint-A-Thon Committee, Senior Celebration Day
  - Others as assigned

#### **JOB REQUIREMENTS:**

1. Minimum of 2+ years' experience in Senior/Disability services or related field;
2. Bachelor's degree required, ideally in relevant discipline;
3. Demonstrated ability to create and manage your schedule;
4. Demonstrated knowledge of working with volunteers and older adults;
5. Excellent written communication and public speaking/presentation skills;
6. Demonstrated organizational skills and *outstanding attention to detail*; must be able to multi-task;
7. Experience with Constant Contact a plus;
8. Ability to lift 15lbs;
9. Ability to work occasional evenings for special events, meetings, or outreach opportunities, as needed;
10. Reliable vehicle for HDM program (mileage reimbursed);
11. Verified vehicle insurance;

12. Must pass pre-employment criminal background check, vehicle check, National Sex Offender Check;
13. Capacity to efficiently and effectively interface with Township staff, residents, and the general public;
14. Knowledge of, and sensitivity to, working with older adults and the permanently disabled, who may have limitations of hearing, eyesight, mobility and cognitive impairment;
15. Knowledge of service area and/or capacity to learn quickly;
16. Outstanding computer skills, including all Microsoft Office applications is required;
17. Others as specified

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with reasonable accommodations.

- Must be able to sit, walk, stand, use fingers in a repetitive motion, twist, and turn for long periods.
- The position may require some light lifting, pulling, pushing, and carrying of up to 25 pounds.
- Requires the operation of a motor vehicle.

### **ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with reasonable accommodations.

- This position is primarily executed indoors. However, it may require exposure to outdoor weather during special event activities.
- Contact with low noise levels is common in an indoor working environment. Moderate noise levels may be experienced during certain activities.

### **BENEFITS**

This position offers a full-time salary at 32.5 hours per week. This position offers a generous benefits package, including paid time off, major medical, dental, vision, life insurance, and IMRF retirement.

### **To Apply:**

Submit a cover letter and resume to [llahey@wheelingtowship.com](mailto:llahey@wheelingtowship.com).

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the employer's needs and job requirements change. The aforementioned list of job responsibilities is not intended to be a comprehensive listing of responsibilities and may change at the discretion of the Township, or new responsibilities may be assigned at any time.