

SENIOR PROGRAM COORDINATOR COUNCIL ON AGING

25 Hours per Week

POSITION SUMMARY:

Works as Senior Program Coordinator under the supervision of the Executive Director coordinating all duties related to the transportation program.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Duties include but are not limited to arranging transportation service for two roadrunner buses for medical appointments; dialysis, adult daycare, to and from the senior center and other locations
- Maintaining accurate transportation statistics on My Senior Center Software and the preparation of the monthly LRTA report for reimbursement
- Acts as a liaison between the COA and LRTA for driver's trainings, roadrunner maintenance, ADA applications and the scheduling of appointments with the Lowell Roadrunner for Dracut seniors
- Answers phone calls, schedules appointments for programs such as Fuel Assistance, AARP Tax Prep, Hearing Clinics, SHINE, Reiki and others
- Maintains the sign-up sheets for COA events
- Prepares Intake forms for new seniors, give tours of the senior center, providing them with information on all COA programs
- Maintains the Medical Equipment Loan program
- May provide clerical support for office staff
- Maintains high level of confidentiality with all aspects of work

RECOMMENDED MINIMUM QUALIFICATION

EDUCATION AND EXPERIENCE:

- High school diploma and experience working with transportation programs and office setting experience.
- Computer literate and experience with Microsoft Office. Prior work with My Senior Center Software preferred.
- Knowledge of the Town of Dracut's streets, roads and routes to neighboring cities and towns.
- Experience working with senior citizens and must have sensitivity to elderly issues and concerns.

PHYSICAL REQUIREMENTS:

The employee works in normal office conditions and is required to sit, talk, listen, stand, walk, stoop, and reach with hands and arms to access documents and files; employee seldom lifts up to 10 pounds. The position has normal vision requirements. Equipment operated includes office machines, telephone and computers.

The Town of Dracut requires a physical post offer.

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 needs of the employer and requirements of the job change.