



JOB TITLE

Senior Connections Coordinator

HOURS

Full Time/Non-Exempt, Monday-Friday

EPPSON CENTER FOR SENIORS MISSION

All employees at the Eppson Center for Seniors must display dedication *TO PROVIDE LIFELONG SUPPORT FOR INDEPENDENT LIVING*

QUALIFICATIONS

Preferred Education and Experience

- High school diploma and college degree
- Familiarity of clerical practices and procedures
- Knowledge of business and management principles
- Familiarity with Microsoft Office Products
- Good computer skills
- Good organization skills
- Excellent Customer Service Skills
- Passion for physical, mental, and social well-being
- Quick learner with an ability to work independently and as a team

DUTIES AND RESPONSIBILITIES

- Improve and expand programs within the Life Enrichment Department
- Manage and coordinate the Senior Connections Program including finding senior connection volunteers, finding senior recipients, logging call information, manage flow of Program.
- Recruit and supervise volunteers for Center life enrichment activities, as needed.
- Manage life enrichment programs, events, (in conjunction with Activities Coordinator), education, and training.
- Collaborate with Activities Coordinator for scheduling, events, and activities.
- Loan Closet Management including call receipt, patron help, acceptance of donations, minimal repairs to donated items, organization in Loan Closet, tracking of donations, number of calls, equipment pieces, and people served.
- Work on expansion of Loan Closet by securing relations and collaborative partnerships
- Attend Outreach events and activities to provide exposure for the Center such as Farmer's Markets, Volunteer Events at UW, and Freedom has a Birthday.
- Be familiar with department budget areas.
- Keep Wellness area organized for patron use.

Eppson Center for Seniors provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Eppson Center for Seniors complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Eppson Center for Seniors expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

- Manage the continuous wellness services – Footcare, Beltone, and blood pressure checks.
- Communicate regularly with the Executive Director.
- Other duties as assigned.
- *Abide by all personnel policies and guidelines, including all matters of confidentiality, ethical communication, and safety and risk management set forth by the Executive Director and the Eppson Center's Board of Directors*

RELATIONSHIPS

- Supervised by the Executive Director. Works closely and maintains communication with Activities Coordinator, Executive Director, and all staff members. Communicate effectively, written and verbally, with all staff and patrons. Foster a spirit of teamwork and unity among department members that enable each employee and the department to succeed.

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