

COORDINATOR OF HEALTH & WELLNESS SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for developing, coordinating, implementing and supervising recreation, health and wellness and education programs at senior citizen centers and throughout the community for the Office for the Aging. The position is also responsible for program development, fundraising and public relations activities in conjunction with other agencies and services which support the goals of the Office for Aging Health and Wellness program. Performs programmatic and budgetary preparation. General supervision is received from a higher level employee with wide leeway allowed for the exercise of independent judgement. Supervision is exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Studies, evaluates, analyzes and makes recommendations to the Director regarding a variety of programs and problems;

Plans, coordinates, and works with Senior Center Site Supervisors or other on site staff to implement and supervise many recreational, educational, and health programs, as well as, annual and special events for the elderly at the County's senior citizen centers and throughout the county;

Plans and promotes recreational activities and agency programs for the elderly by writing news releases for radio, television and the press and designing and distributing flyers for each program or activity;

Plans and organizes community events for the elderly, such as the Broome County Senior Games, Annual Office for the Aging Picnic and the Wellness Program;

Operates a computer to enter and retrieve data and maintain records prints and analyzes reports;

Recruits, selects, trains and supervises student interns and volunteers for activities for the elderly;

Maintains a variety of records, contract agreements, equipment and program proposals;

Participates in staff development and provides in-service training to staff;

Negotiates contracts with service providers;

Supervises Senior Citizen Site Supervisors and provides direction to program staff;

Develops and implements performance standards for quality assurance;

Develops community awareness of services available to the elderly by employing public relation techniques, establishing contacts with the media, speaking to groups, and generally interpreting the role of the Office for Aging to the public;

Develops and participates in liaison activities with public, private, and volunteer agencies and committees, including specific program advisory boards, concerned with the elderly.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the theory, principles, practices, objectives, use and benefit of health programs and recreational activities in regards to the elderly;
Good knowledge of methods and procedures used in planning and equipping recreation activities;
Good knowledge of program planning and administration;
Good knowledge of community organizations;
Familiarity with the techniques and tools of effective public relations;
Ability to plan, organize and promote recreation activities/programs;
Ability to communicate effectively, both orally and in writing;
Ability to work with others and guide volunteers and interns;
Creativity;
Reliability;
Initiative;
Persuasiveness;
Tolerance;
Tact;
Resourcefulness;
Physical condition commensurate with the demands of the position;
Good knowledge of public information and relations techniques;
Working knowledge of governmental budgeting procedures;
Ability to plan and supervise the work of others.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's degree or higher including or supplemented by 12 credits in health education, health science, nutrition, therapeutic recreation, or closely related field; OR
- B) Completion of 60 semester credit hours from a regionally accredited or NYS registered college or university including or supplemented by 12 semester credit hours in health education, health science, nutrition, therapeutic recreation, or closely related field and two years experience providing education programs to at risk populations; OR
- C) Graduation from high school or possession of a general equivalency diploma and four years' experience providing education programs to at risk populations; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

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COMPETITIVE