



Position Announcement
Helena Senior Center Coordinator

Rocky Mountain Development Council, Inc. is seeking applicants for the position of Helena Senior Center Coordinator. This position is part time, 25 hours per week. The hours are 9:00 A.M. to 2:00 P.M., Monday through Friday, but may vary occasionally for special events/activities. The salary for this position is \$13.25 per hour plus Rocky's generous benefit package that includes health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

The Senior Center Coordinator is responsible for coordinating, planning, organizing and implementing social activities and related services for senior citizens at the Helena Senior Center. The Senior Center Coordinator plans and coordinates events to enhance the quality of life for senior participants. This position is also responsible for working closely with Rocky's Community Outreach Coordinator on preparing the bi-monthly "Voice of Experience" (VOE) Helena Senior Center newsletter.

Minimum Qualifications:

Knowledge of:

- Principles and techniques used in planning and, coordinating services for seniors.
- Services and operations needs associated with events, educational and recreational activities.
- Gerontology and the unique interests and needs of the senior citizen population.
- Individual and group behavior.
- The Older Americans Act and longstanding expectations for Senior Centers.
- Resources available for senior citizens in the Helena community.
- Computer operation and software applications including the Microsoft Office Suite.

Skills:

- Strong organizational skills.
- Exceptional verbal, written, and interpersonal communication skills including; public speaking and presentation skills.

Ability to:

- Work well with others particularly senior citizens and coworkers.
- Resolve problems through conflict resolution techniques.
- Prioritize duties and program needs providing quality services in a cost-effective manner.
- Work with an extreme attention to detail, able to manage multiple projects simultaneously (multi-tasking), while still greeting seniors and overseeing activities.
- Recommend improved methods of performing work and/or providing services.
- Plan and organize Senior Center activities for clients with diverse interests and needs.
- Coordinate promotion and marketing of events and activities to increase participation and membership with Rocky's Community Outreach Coordinator.
- Create written documents, letters, brochures, newsletters and reports with little or no oversight.
- Work with other organizations and businesses to provide activities and information to Rocky seniors.
- Learn new software.

Education & Experience:

The above knowledge, skills and abilities are typically acquired through education beyond high school with education focused on seniors preferably in the human service area, gerontology or a related field. At least one year of work experience with older persons in activity or educational program planning and execution, and/or an equivalent combination of education and experience. Must be able to pass a criminal background check, have a valid driver's license, motor vehicle insurance and be insurable on Rocky's motor vehicle insurance policy. Obtain and maintain CPR and First Aid Certification.

Application Process:

Applicants must submit a signed and completed Rocky application, resume and letter of interest. Applications are available from Rocky and www.rmhc.net. Incomplete application materials will not be processed. Completed application packages must be received by Rocky's Human Resource Office at the above address. Applications must be received by Thursday, April 15, 2021 at 5:00 P.M. Rocky is an EEO employer.