



BLW Center
1917 Lake Point Drive | Madison, WI 53713
608.441.6991 | general@blwcenter.org

Job Title: Senior Program Coordinator
Bridge Lake Point Waunona (BLW) Neighborhood Center

Posting Date: February 4, 2019

Deadline: March 15, 2019

Job Description: The Senior Program Coordinator will work with BLW Neighborhood Center Seniors, their caregivers and other community members within Dane County. The coordinator will work closely with the center's Program Director and other center coordinators to develop, implement and increase program activities/participants. Supervise participants and have an opportunity to be a positive influence in the lives of our Senior community.

Responsibilities:

- Assist with the planning and coordination of our weekly community meal
- Coordinate and assistance in the areas of case management, workshops, fund raising and community events
- Take lead in monthly subcommittee meetings, facilitate small groups or panels
- Cook for 35+ participants, set up audio/visual system, continue to maintain and develop senior programs
- Provide active supervision and ensure safety of all program participants at all times
- Demonstrate enthusiasm and a strong work ethic while partnering with other agencies
- Maintain communication between participants and recruit volunteers for other elderly programs
- Maintain records including attendance, data and other records needed for reporting
- Attend mandatory trainings and staff meetings
- Assist with opening/closing procedures including room set-up & maintaining daily schedules
- Conduct should be respectful and emphasize appropriate positive values
- Submit monthly, quarterly and annual written reports to center director

Required Qualifications:

- At least 2 years experience as lead staff coordinating senior programming and support
- Experience in programming focused on healthy pro-social development
- Ability to plan dynamic, positive, engaging curriculum rooted with Seniors and community assets
- Comfort and sound judgment in addressing issues of sexuality, physical development, healthy relationships and numerous other topics with adults and families
- Ability to maintain an orderly, positive, productive and respectful environment for adults at all times
- At least 2 years experience supervising staff, volunteers and interns
- Willingness to work a flexible schedule including occasional after hours, special events and work as part of a team
- Bilingual (Spanish/English) candidates are strongly encouraged to apply
- Must be 21 years old with a valid drivers license and clean driving record, as this position requires driving a 15-passenger van that requires the candidate to be at least 21 years old for insurance purposes

Average Schedule: Monday to Friday hours vary, approximately 10-12 hours per week

Compensation: \$14.50 an hour

Interested applicants should email resume and cover letter to arturo@blwcenter.org

