



Senior Programs Coordinator

Reporting Relationship: Programs Manager

Direct Reports: None

Oversight of: Senior program volunteers; senior fitness instructors

FSLA: Non-Exempt

FTE: .8 (32 hours a week)

Pay Range: \$21-\$23 hourly (DOE)

Schedule: Monday-Thursday; occasional nights and weekends

Position Summary: The Senior Programs Coordinator is responsible for organizing and executing all programs and events involving seniors, providing management and leadership to senior program volunteers, and tracking the impact of all programming and events.

Essential Duties & Responsibilities

- Promote and engage in MVCC's mission to "develop successful kids, hopeful families, and active seniors"
- Plan, execute, and coordinate all senior programs, events, and activities
 - Work with the Programs Manager to develop senior program partnerships, events, and activities.
 - Build and sustain relationships with program partners; work collaboratively on joint programming
 - Plan menus and lead volunteers for preparation on weekly lunch
 - Recruit, lead, and support senior program volunteers
 - Utilize and manage volunteer opportunities and communication on Galaxy Digital (volunteer platform)
 - Create and print monthly senior calendars and newsletters
 - Assist in marketing programs and their impact
 - Assist in training of volunteers
 - Assist in securing sponsorships and in-kind donations for senior programs
- Track important programmatic data
 - Volunteer information
 - In-kind donations
 - Testimonials
 - Identified outputs and outcomes
- Be an active and supportive member of the MVCC team by
 - Help build our culture where "belonging and wellness starts with us"
 - Attend team meetings
 - Meet with the Program Manager on a regular basis for the purpose of reporting and planning
 - Keep all shared spaces of the center organized and clean
 - Assist in planning, reporting, and budgeting as requested

Desired Qualifications

- Bachelor's degree or equivalent experience in senior services, education, or non-profit setting
- Experience in non-profits or education focused on service delivery to seniors preferred
- Certified S.A.I.L Fitness Instructor or knowledge of the S.A.I.L Fitness Program preferred
- Gardening and menu/ meal preparation experience preferred
- Experience in volunteer management preferred
- Skills and passion for promoting inclusion and building equitable programming
- Demonstrated ability to innovate, learn quickly and independently, and be accountable for high-quality results
- Strong verbal and written communication skills
- Proven ability to form successful collaborations and partnerships
- Proficiency working with Windows, email, internet, Microsoft Word and Excel and ability to learn internal database program
- Valid Washington state driver's license, access to reliable transportation and proof of adequate vehicle insurance coverage.
- Be able to pass a background check
- Food handler's card (can completed once hired)
- CPR certification (can complete once hired)
- The ability to lift 25 pounds regularly

Benefits

Employees working 30+ hours are eligible for our Medical/Dental/Vision benefits plan. Because we value our employees and want to encourage balance, we offer Flexible Paid Time Off (PTO) on top of 10 paid holidays per year. Paid PTO is available after six months of employment; however eligible employees will begin accruing PTO the first month of employment.

Mountain View Community Center is an Equal Opportunity Employer and does not discriminate against any persons on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a veteran.

About MVCC

Mountain View Community Center is a community-based non-profit serving our neighbors in Edgewood, Milton, Fife, and surrounding communities. We have robust programs that serve the lifespan. We are seeking a team member that will provide excellent and compassionate service to seniors and be a committed member of our small but mighty team. **For more information on MVCC and our senior programs please visit our website at www.mtviewcc.org.**