



Snr Ctr Program Coord

JOB PURPOSE

The 30th Street Senior Center is San Francisco's largest multipurpose senior center with eight programs serving more than 6,000 seniors per year. We offer multiple programs for active seniors to carry out our mission to help seniors remain healthy, independent and in their communities.

The Program Coordinator will coordinate and assist with key 30th Street Senior Center programs, including assisting with enrollment, program facilitation, and daily operations.

ROLES AND RESPONSIBILITIES

	Essential Function
• Review and maintain client information, files, operational documentation, communication, and program reporting.	X
• Assists with outreach and referral programs, as needed and may conduct workshops.	X
• Manage schedule of classes and coordinate coverage at all program sites.	X
• Conduct program assessments, site visits, and surveys.	X
• Responsible for collecting of donations and financial reporting.	X
• Maintain, order, and receive inventory and supplies.	X
• Train volunteers and independent contractors, assisting with day-to-day oversight as needed.	X
• Assist with translation for monolingual clients.	X
• Participate in staff meetings and trainings.	X
• Facilitate partner meetings and manage partner relationships, as needed.	X
• Travel to participant's home or other service locations, as needed within city limits.	X
• Responsible for following all On Lok procedures and Federal, State and local standards and contract specifications.	X
• Additional administrative duties and Staff on Duty coverage as required.	X

Supervisory Responsibility

Direct Resources
Managed

Indirect Resources
Managed

Core Values

Every member of our community must demonstrate and promote a commitment to On Lok's core values and the On Lok Healthcare Hospitality G.R.E.A.T. Practices for 5-Star customer service.

Compassion

We care for each other, our partners and the people we serve. We act with empathy, kindness and a desire to help.

Excellence

We set high standards and we strive to be the best we can be in everything we do. This takes integrity, quality, innovation, collaboration, skills and learning.

Resourcefulness

We steward resources in an effective and responsible way. We think creatively to solve problems and innovate.

The above statements are intended to describe the general nature of work performed. They are not considered as an exhaustive list of all job tasks performed. On Lok reserves the right to change job descriptions, work hours or work sites as required by the program.

Core Values

Every member of our community must demonstrate and promote a commitment to On Lok's core values and the On Lok Healthcare Hospitality G.R.E.A.T. Practices for 5-Star customer service.

Inclusivity

We create an environment of collaboration and respect the voices, experiences and interests of diverse cultures and society groups. Sense of belonging and dignity are experienced by all.

Healthcare Hospitality G.R.E.A.T. Practices for 5-Star Customer Service

G - Greet
R - Respect
E - Experience
A - Assist
T - Thank

REQUIRED QUALIFICATIONS

Education

Education Level

Bachelor's Degree

Education Details

Bachelor's degree or equivalent years of work experience required

Knowledge, Skills and Abilities

KSAs

- Familiarity with Microsoft Office Suite and database software.
- Bilingual English/Spanish or English/Chinese required.
- Ability to follow written and verbal instructions, while working independently.
- Excellent verbal and written communications skills required.

PREFERRED QUALIFICATIONS

Work Experience

Experience

Minimum of one year

Minimum of one year

Experience Details

Experience working with senior citizens

Experience and comfort engaging in outreach efforts in the community

Additional Licenses and Certifications

Enter Additional Licenses/Certification

Time Frame

Certified Diabetes or Health Educator, a plus

FUNCTIONAL REQUIREMENTS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

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- Ability to stand for prolonged periods of time

Lifting Requirements

Frequency	Weight	Mechanical Support Required?
Occasionally	50 lbs.	