

Maui Economic Opportunity, Inc.

Job Description



Job Title: Planning and Coordinating Council Senior Coordinator
Department: Community Services
Reports To: Community Services Director
FLSA Status: Nonexempt
Prepared Date: June 2014
Updated: June 2020
Pay Grade: S15

SUMMARY:

Promote, coordinate, organize, and support the agency's Senior Citizen Club Presidents and club members. Support the agency's mission of strengthening the community while helping people in need, restore their hope, reach their potential and enrich their lives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create a two-way flow of information by attending senior planning and coordinating council meetings and various senior citizen group meetings to determine how the agency can best support and meet their needs.
- Provide assistance and support for various senior club activities to include, but not limited to, planning and coordinating activities, scheduling guest speakers, and arranging for transportation services.
- Inform and educate clubs about the benefits of the MEO Red Card and assist with the application process and distribution of cards.
- Inform and educate clubs about MEO and other senior programs, services and activities.
- Develop and maintain a harmonious liaison between the senior citizen clubs and the agency.
- Encourage senior clubs to organize and negotiate with private organizations and/or government agencies to create available services and resources.
- Assist with the collection of data to complete an annual community assessment and forward information to the Community Services Director.
- Assist with the annual LIHEAP program.
- Assist with compiling and copying data, and distributing and promoting the Senior Scoop.
- Organize and direct community club involvement in government budget hearings and other public hearings.
- Plan, coordinate and oversee the annual Senior Fair, Aloha Kupuna Luncheon, and the Maui Hotel Association holiday dinner for the kupuna.
- Maintain a high level of customer service ensuring that client's needs are met.
- Understand, follow and support all safety policies and programs.
- Regular attendance.

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Responsible for the overall direction, coordination, and evaluation of the Planning and Coordinating Council and senior clubs.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

- Directly supervises the Senior Club Specialists.

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- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated skills and abilities in community outreach and organizing.
- Working knowledge of nonprofit programs and community resources.
- Experience managing staff and programs and complying with funding and reporting requirements.
- Ability to relate to and show care and compassion to senior citizens.
- Understands and relates to diverse cultural backgrounds and various social and economic levels.
- Ability to plan, develop, organize, establish, and coordinate senior citizen club meetings and activities.
- Ability to establish working relationships with various community and government organizations.
- Excellent interpersonal skills, which include, written, verbal and listening.
- Cooperative team player and a desire to help others.
- Knowledge and application of proper telephone etiquette.
- Organized, detail and tasks oriented.
- Ability to meet deadlines and prioritize workload.
- Proficient computer skills and the ability to use standard office machines.
- Ability to work varied shifts, which may occasionally include nights and weekends.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree from four-year college or university and (2) two years of experience to include supervisory experience; or equivalent combination of education and experience.

LANGUAGE SKILLS:

- Ability to read and understand technical procedures, contracts or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from various groups.

MATHEMATICAL SKILLS:

- Ability to add, subtract using whole numbers.

REASONING ABILITY:

- Ability to apply good judgment to carry out detailed but uninvolved written or oral instructions.
- Ability to adapt to many different situations.
- Ability to interact, relate and have compassion for persons with mental and/or physical disabilities.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license and have access to an insured vehicle.

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PHYSICAL DEMANDS:

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. While performing the duties of this job, the employee is:

- Frequently required to stand, walk, sit, and talk or hear.
- Occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, or crouch; and smell.
- The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions.
- Occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually loud.