

Maui Economic Opportunity, Inc.

Job Description



Job Title: Senior Club Specialist
Department: Community Services
Reports To: Planning & Coordinating Council Senior Coordinator
FLSA Status: Nonexempt
Prepared Date: March 2005
Updated: July 2024
Pay Grade: H7

SUMMARY:

Promote, coordinate, organize, and support the agency's senior citizen clubs in accordance with the agency's mission and stated purpose.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with maintaining a two-way flow of information by attending 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 assists with the application process and distribution of cards.
- Inform and educate clubs about MEO programs and other senior services and activities.
- Maintain a harmonious liaison between the senior citizen clubs and the agency.
- Assist with encouraging clubs to organize and negotiate with private organizations and/or government agencies to create available services and resources.
- Assist with compiling and copying data, and distributing and promoting the Senior Scoop.
- Assist with organizing and directing community club involvement in government budget hearings and other public hearings.
- Maintain a high level of customer service ensuring that client's needs are met.
- Understand, follows and supports all safety policies and programs.
- Regular attendance.

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- None.

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.

- Working knowledge of nonprofit programs and community resources.
- 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.

Maui Economic Opportunity, Inc.

Job Description



- 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.
- Basic typing and 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:

- One year related experience and/or training, or equivalent combination of education and experience.

LANGUAGE SKILLS:

- Ability to read, write and comprehend general instructions, correspondence, and memos.
- Ability to effectively present and gather information in individual and group situations with senior citizens.

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.

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

Maui Economic Opportunity, Inc.

Job Description



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.