



The Jewish Community Center has opening for **Coordinator, Senior Programs** to join our Kitchen J team. This full time position is eligible for our employee benefits package including medical, dental, paid vacation, paid holidays, paid sick days, pension, 403b, life insurance, membership and program discounts, etc. This position is located at our Creve Coeur location and does require periodic travel within the local community.

Summary:

This role coordinates and implements Senior Adult programming, such as nightly dinners and programs, Home Delivered meals, and other programs/events as scheduled. In this position, one will continue to explore new opportunities to meet the needs of our senior adults as well as to evaluate and improve upon our existing programming.

Responsibilities

- Direct program services on a day to day basis coordinating with agency, Covenant House, and other community organizations.
- Develop and promote entertainment and informational programs for nightly dinners; create and maintain activities that entice customers to attend the programs; field questions from community as well as take reservations. Tally and report reservation numbers within the Nutrition department for meal planning. Partner with lay committees for ideas, promotion, feedback, and program evaluation.
- Market the senior meal programs; create awareness in the community of the Senior Center's programs and services. Partner with the J's marketing team to develop necessary materials and messaging. Perform regular outreach to past attendees. Cross promote programming as appropriate.
- Manage and market the home delivered meal program. Conduct initial and subsequent annual home assessments to ensure eligibility for home-delivered meals, keep documentation according to grant guidelines, provide training and delivery routes to drivers and field all program inquiries.
- Ensure that the Home Delivery drivers have the proper meal components and are transporting meals as instructed to maintain the correct temperatures and the quality of the meals.
- Ensure that Home Delivery meals are delivered according to time schedules.
- Recruit, train, and supervise volunteers and delegate responsibilities as appropriate. Ensure that all agency volunteer procedures are followed. Log volunteer hours for agency reporting and volunteer recognition.
- Serve as staff liaison for the Senior Center's Support Council and other appropriate lay committees.
- Manage and implement MEAAA grant per federal guidelines, e.g. record-keeping, outreach, participant assessments, program evaluations, staff lay committees, and market programs. Submit monthly statistics to funding sources and monthly invoice to MEAAA; attend all MEAAA meetings as appropriate.

- Maintain all statistics for programming and prepare reports, logic models, surveys and other information as requested.
- Work with Development department, Kitchen J Supervisor and Adult Director to identify and coordinate fundraising activities (grants, events, etc.)
- Direct the handling of daily contributions following Accounting and Development department procedures.
- Train and supervise Program Assistant (who will be responsible for all Coordinator's tasks during absence).
- Work closely with Kitchen J Supervisor and other staff as appropriate to enhance the participants' meal experience.
- Other tasks as assigned by supervisor.

Qualifications:

- Minimum of BA/BS in Sociology, Gerontology, Psychology, Social Work, Community Health, or related field.
- Prior experience coordinating events, marketing programs, and working with volunteers/lay committees is desired.
- Demonstrated ability to manage a project from conception to completion is required.
- Candidate must have a demonstrated ability to perform community outreach
- Prior experience working with volunteers or volunteer organizations is desired.
- Ability to provide exceptional customer service, to display a positive attitude, and to be tactful and courteous.
- Ability to get along and work with people of all ages as well as must be a team player who can effectively work across departments and organizations.
- Excellent written and oral communication skills.
- Must have demonstrated competency using Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Access) and ability to learn new software programs (NAPIS, CSI)
- Ability to delegate tasks and to manage shifting priorities.
- Ability to make and receive phone calls regarding meal counts, supplies, etc.
- Successfully complete and maintain CPR certification (training is provided).
- Current driver's license in good standing

Applicant is required to become registered with the MO Family Care Registry. Active registration must be maintained for employment at Kitchen J. Current Hepatitis A vaccination is required per state regulations (provided if necessary). A motor vehicle records check is required as part of the pre-employment background check for this position.

For more information about the J, please see our website: www.iccstl.org

To apply for this position, please submit your resume, cover letter, and completed J application to careers@iccstl.org. Please place the title of the position you are applying for in the subject line of your email. The J's application is available for printing from the employment section of our website. Note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.

