

Job Description: Program Coordinator The GEM Center

March 17, 2010



A. Qualifications:

Must possess a minimum of two years post secondary education in a human service field, with at least two years work experience with a geriatric population must have direct experience with planning and implementing activities for the population and demonstrate ability to supervise volunteers and staff.

Must exhibit maturity, knowledge and understanding of needs of aging and disabled adults, Must be creative, energetic and enthusiastic

B. Line of Authority:

Reports to Executive Director

Supervises Activity and program Assistants and Aides

Works collaboratively with GEM volunteers

C. Duties and responsibilities:

1. Report to executive director daily by email any events, visitors and participant status to executive director
2. Maintain and keep current records of the program on computer and email copies to Executive director
3. Know each participant and what will calm them and what causes them distress
4. Successfully process and apply for tax refunds from GEM purchases
5. Publish Monthly GEM Respite Report
6. Oversee GEM food Program 1.maintain records; 2.plan weekly menu; 3 create weekly shopping list; 4. Send thank you notes to volunteers & cooks; maintain a clean and sanitary work environment
7. Learn GEM's current therapeutic plans of care , that are appropriate to the age and functional level of the participants.
2. Use GEM's activity form to Plan therapeutic activities edit after each use and maintain book of Activities
3. Responsible for creating the smooth flow of activities and firm understanding of when to move on to the next activity.
4. Secure resources from the community for program supplies and activities of interest.
5. Recruiting, training and supervising volunteers from the community.
6. Successfully schedule and complete monthly training modules.
7. Attend conferences when appropriate.
8. Provide overall responsibility for program operation.
9. Keep daily attendance records of participants, staff and volunteers.
10. Monitor and keep records of medications.
11. Assist with developing program Manuel.
12. Assist with publicity by taking pictures and writing press releases.

D. Salary -depends on experience and work history

Website: gemdayservices.org

E-mail gsonneso@gmail.com