



Graceland Center for Purposeful Aging (GCPA)

Program Coordinator Responsibilities

General Statement of Expectations for an Independent Contractor

This position is an actively engaged team member responsible for overseeing the Graceland Center for Purposeful Aging programming. This involves working community members through a variety of programs and events. This position manages program partnerships, develops new programming, provides an ongoing assessment of programs and services, and assists with grant reports on programming. This position will also assist with marketing for programming. This position reports directly to the Executive Director.

Job Duties

1. Manage partnerships for programs and services
 - a. Coordinate scheduling of partner programs and services
 - b. Explore new partnerships to bring additional services and programs
 - c. Maintain positive communication with all partners and potential partners
2. Identify and collaborate with community-based organizations who provide programming to expand existing programming and develop new programming for adults aged 50 and older at various locations throughout the city of Peoria.
 - a. Develop programming with focus on the identified needs of older adults through local survey results and evidence-based information from National Council on Aging, the Alzheimer's Association, and other well documented resources for physical activity, mental health, socialization, and emotional wellbeing.
 - b. Supervise all programs, ensuring that participants are engaged
 - c. Oversee volunteers involved in GCPA programming.
 - d. Track program expenses within budget guidelines.
3. Track program data and evaluate program efficacy
 - a. Develop evaluation tools for programming
 - b. Keep databases with participant and program information that can be used to demonstrate program efficacy for assessments, grant applications, reporting, etc.
 - c. Make recommendations to the Board about programming based on findings
4. Assist with marketing and fundraising for programs and services
 - a. Create and manage marketing campaigns for partner and GCPA programs
 - b. Seek sponsorships for programming
 - c. Explore fundraising opportunities to support programming
5. Provide weekly logs of activity to the supervising person with time and outcomes for accountability related to payments for services.

Qualifications

Education/Experience:

1. Associate Degree and/or Bachelor's degree in business-related field preferred.
2. Two or more years of related professional experience preferred.
3. The incumbent must have the knowledge required for successful operations; ability to establish and maintain harmonious relationships with community-based organization staff, volunteer leaders, and the public is essential; ability to network and engage internal and external customers.

4. Pass a background check with no active criminal legal issues pending.
5. Prefer previous experience working with older adults.

Skills, and Experience:

- Must be able to delegate appropriate responsibilities to staff and volunteers to accomplish the necessary duties.
- Incumbent must be able to supervise, direct and guide all operations in accordance with the GCPA long- and short-range goals.
- Must be personable and demonstrate integrity and honesty. Must be a team player, able to effectively relate to all levels of staff and management.
- Must possess excellent organizational skills and written/oral communication skills.
- Must possess current CPR, First Aid, Oxygen and AED certifications and any other necessary related certifications as identified by collaborating agency requirements.
- Demonstrated commitment to community service, connection with the older adult community a plus
- Highly motivated to help us enrich lives and enhance the growth of GCPA.
- Experience in program planning, implementation, and evaluation
- Experience working with older adults
- One-year supervisory experience/ proven ability to assign and direct volunteer and part-time staff
- Ability to establish and maintain effective relationships with coworkers, partner organizations, center visitors, and program participants
- Computer literacy in common programs: for example email, online calendars, Word, Power Point, Google Docs.
- Proficiency in English; Proficiency in Spanish a plus
- Good verbal and written communication skills
- Self-starter who needs minimal supervision

Physical Requirements

- The physical demands described here are representative of those that must be met by an independent contractor to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The incumbent is regularly required to sit, stand, and walk for periods of time, to talk and hear, lift and/or move up to 35 pounds, to climb and/or balance, stoop, kneel, crouch, to use hands to finger, handle or feel objects. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The incumbent is regularly required to work under pressure and/or to work rapidly to meet deadlines. More than 90% of time is spent working indoors. The noise level is normal to loud within an active GCPA program environment.
- **To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. "F" for frequently; "O" for occasionally; "N" for not at all.**

PHYSICAL				MENTAL		ENVIRONMENTAL	
☐	Bending		Jumping	F	Read	☐	Is exposed to excessive noise
☐	Climbing	F	Walking	F	Comprehend	N	Is around moving machinery
☐	Crawling	☐	Pushing	F	Visually see	☐	Is exposed to marked changes in temperature and or humidity.
☐	Kneeling	☐	Pulling	☐	Visually act	☐	Is exposed to dust, fumes, gases, radiation, microwave
☐	Squatting	☐	Twisting	☐	Visually respond	N	Drives motorized equipment
☐	Stooping			F	Communicate in writing	N	Works in confined quarters
F	Sitting	F	Standing	F	Communicate orally	N	Exposure to chemicals
F	Looking	F	Talking	F	Perform calculations	N	Exposure to blood borne pathogens
N	Peering	F	Observing	F	Hear audibly	☐	Exposure to body fluids and or tissue
☐	Manual dexterity	☐	Reach above shoulder	☐	Hear audibly and act		CARRY/LIFT
☐	Fine finger movements	☐	Reach horizontally	☐	Hear audibly and respond	☐	
	Other:	☐	Reach Vertically	F	Reason	☐	Moderate - 35-70 lbs.
☐	Neck neutral			F	Analyze	N	Heavy - over 70 lbs.
☐	Neck non neutral				Other:		Other:

 Independent Contractor Signature

 Date

 Supervisor Signature

 Date

Projected Pay and Time

- Pay Scale: \$20-25/hour as an independent contractor without benefits or tax withdrawals. This will be the responsibility of the individual.
- Flexible hours: Some evening and weekend hours will be needed based on program scheduling
- This is a grant-funded contractual position; expected to be ongoing but not guaranteed.