



CITY OF ST. CLOUD JOB ANNOUNCEMENT

AGING SERVICES PROGRAM COORDINATOR

Starting Salary: \$43,056 - \$49,284

This position involves planning, programming, recruiting and supervising instructors for the City of St. Cloud's Aging Service Division Whitney Senior Center, and Third Age University. Work involves programming activities, special events, intellectual, educational, and recreational activities that involve the Whitney Senior Center. Supervision is exercised over instructors, volunteers, student interns and facilities. Work is performed with considerable independence within the framework of established Aging Services policies and procedures and under the general supervision of the Aging Services Director.

Minimum Requirements:

Graduation from an accredited college or university with a four year degree in a Human Service field, such as Therapeutic Recreation, Social Work and/or Gerontology. Also, some experience working with the 55 plus population and coursework or experience in office practices and procedures.

Work hours will involve 40 hours per week which may include some evening and weekends.

Desirable Education And Experience:

Knowledge of the methods and procedures of planning and developing educational programs and activities; knowledge of intellectual and recreational activities and implement such activities as they relate to older adults; ability to research and implement new and creative activities; knowledge of modern office practices and procedures; ability to operate office equipment such as, slide projectors, computer projectors and other audio visual equipment; ability to train and supervise volunteers, seasonal staff and student interns; ability to communicate effectively, orally and in writing; ability to plan and organize events; ability to maintain required records, to prepare reports, to develop and implement surveys and maintain operational budget.

Apply to: Obtain and Submit application to:

City of St. Cloud, Human Resources
400 Second Street South, St. Cloud, MN 56301
Job Line: 320-255-7290 TTY: 320-650-3383
Phone: 320-255-7217 Fax: 320-255-7261
www.ci.stcloud.mn.us

Deadline: Tuesday, February 14th, 2012

The City of St. Cloud, Minnesota will not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, marital status, status with regard to public assistance, familial status or sexual orientation. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all city services, programs and activities.

Posted: February 1, 2012