

## **JOB DESCRIPTION**

**PROGRAM:** STEP Office of Aging  
**JOB TITLE:** Health, Fitness, and Nutrition Center Coordinator  
**CLASSIFICATION:** Center Manager  
**PAY GRADE:** 8

### **JOB SUMMARY**

Coordinates, directs, and leads activities including, but not limited to, the areas of health, exercise, recreation, and nutrition for a senior community center, and attends to consumers while they participate in center activities. Supervises volunteers and performs other related activities to ensure the distribution of Meals on Wheels to homebound seniors and the provision of meals at the senior community center.

### **SUPERVISORY RELATIONSHIPS**

**SUPERVISES:** Volunteers

**REPORTS TO:** Health, Fitness, and Nutrition Centers Manager

### **MINIMUM QUALIFICATIONS**

- Post-high school education or equivalent experience in Health, Fitness, Recreation, Exercise, and/or Nutrition. Bachelor's degree preferred.

### **GENERAL REQUIREMENTS**

- One year of experience with Microsoft Office products including Word, Power Point, Publisher, Access, and Excel;
- Pennsylvania State Police Criminal History Clearance, Act 33 Clearance, Motor Vehicle Record check (MVR) and the ability to be bonded;
- Valid driver's license and the daily availability of a vehicle carrying adequate insurance; and,
- Physical ability to perform essential job functions without any health restrictions, including the ability to sit, stand, lift and carry up to 30 pounds unassisted, climb stairs, have unrestricted use of the upper body, corrected or uncorrected hearing and vision within normal ranges, a clear speaking voice and the ability to access handicapped-inaccessible residences.

### **SPECIFIC DUTIES**

- ❖ Operates and maintains an attractive senior community center, with assignment of community center site based on the needs of consumers and/or staffing level needs across the system of all sites; covers other centers when center coordinators are absent;
- ❖ Provides for senior community center programs by performing the following: organizes programs for participants to include recreational and health/educational activities; coordinates and schedules health programs with the Health, Nutrition, & Fitness Centers Manager; consults, seeks, and searches for programs and entertainment; schedules programs in advance and notes them on program calendars; coordinates and supervises activities; interacts with consumers in order to assist them in improving socialization and problem-solving skills; and, provides a caring environment for consumers;
- ❖ Implements exercise and fitness programs, including PA Department of Aging exercise programs; develops volunteer peer exercise and fitness leaders;

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- ❖ Leads exercise programs and advises consumers on proper exercise techniques and programs;
- ❖ Provides daily congregate meals by performing the following: orders meals by diet; maintains a meal reservation system; serves or supervises volunteers serving meals at lunch time each day; maintains an inventory and orders supplies of disposables; and, either disposes of garbage daily or arranges for disposal;
- ❖ For senior centers providing Meals on Wheels, performs additional duties including the following: follows agency procedures for referrals, cancellations, and emergencies; supervises volunteers performing meal distributions and emergency procedures; checks on status of the consumer, as needed;
- ❖ Applies the principles and practices of PA Departments of Agriculture and Aging ServSafe® nutritional standards to a food service program for persons aged 60 and over; instructs in appropriate nutrition, healthy eating patterns, and weight control; completes annual nutrition risk screening on congregate meal consumers;
- ❖ Leads, coordinates, and participates in evidenced-based health, nutrition, and fitness programs;
- ❖ Collects and deposits donations, as per agency policies and procedures; acts as Council Parliamentarian to the Senior Center Council; coordinates with the Council Treasurer the implementation of agency procedures for funds raised or spent by the Council;
- ❖ Participates in food distribution programs at the center to low-income seniors;
- ❖ Participates in health fairs and other public events to inform public of services;
- ❖ Completes SAMS rosters and journal notes daily, completes monthly report records on a timely basis;
- ❖ Makes referrals for aging services and other services, as appropriate;
- ❖ Recruits, trains, and supervises volunteers in coordination with the Volunteer Coordinator;
- ❖ Schedules senior center trips with STEP Transportation Services;
- ❖ Complies with applicable federal, state, and local laws, regulations, and directives, as well as agency policies and procedures;
- ❖ Attends all staff meetings;
- ❖ Participates in educational and professional development, certification programs, and all other trainings to enhance performance; and,
- ❖ Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- ❖ Knowledge of the following:
  - Effective customer service principles;
  - Age-appropriate recreational and health/nutrition activities;
  - Geographic area served;
  - Needs and problems of those persons aged 60 and over;
  - Individual and group behaviors and ways of working effectively with the elderly;
  - Food sanitation practices; and,
  - Microsoft Office Suite, including but not limited to Microsoft Word, Excel, Access, Power Point, and Publisher components.
- ❖ Skill in the following:
  - Using a keyboard and personal computer; and,
  - Communication, such as speaking, listening and interviewing, to express ideas clearly

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and to interact effectively with customers, coworkers, management, outside agencies, and the public.

❖ Ability to perform the following:

- Direct the work of others;
- Apply principles and practices of PA Departments of Agriculture and Aging and ServSafe® nutritional standards to a food service program for persons aged 60 and over;
- Arrange health screenings and education including evidenced based programs;
- Develop and coordinate exercise and fitness programs, including evidenced-based programs, and develop volunteer peer leaders;
- Lead exercise programs and advise consumers on proper exercise techniques and programs;
- Instruct in good nutrition, eating patterns, and weight control;
- Prepare and maintain written records and reports such as program and client data;
- Plan, organize, direct, and lead programs to meet the needs of persons aged 60 and older;
- Do arithmetic calculations sufficient to rectify bank statements and do monthly meal and donation totals;
- Organize and plan work;
- Participate in educational–professional development, certification programs, and all other trainings to enhance performance;
- Make clear and pertinent statements both orally and in writing;
- Be creative, resourceful and flexible;
- Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds;
- Establish and maintain effective working relationships with staff, administrators, partnering agencies, elected officials, government agencies, businesses, customers, and the public;
- Analyze, evaluate, and recommend action on customer needs;
- Understand and accept the needs and rights of others and effectively communicate with customers;
- Work independently, as well as within a team;
- Speak to groups of varied socio–economic backgrounds;
- Interpret written and oral information; and,
- Project a positive image.