



SENIOR CENTER PROGRAM AND EVENTS COORDINATOR (Full-Time, Non-Exempt)

Northampton Township Parks and Recreation is seeking an energetic and motivated ***Senior Center Program and Events Coordinator***. The Senior Center Program & Events Coordinator is responsible for developing, organizing, and implementing a diverse schedule of recreational, educational, and social activities for adults aged 55+ at the Northampton Township (James E. Kinney) Senior Center. This position supports the Parks and Recreation Department's mission to promote and provide opportunities for community engagement, active lifestyles, and social connection for older residents.

This employee performs under the direct supervision of the Senior Center Manager and the Director of Parks and Recreation.

Position Requirements:

- Develop, organize and implement a full schedule of daytime and occasional evening activities, classes, special events and travel opportunities for the Senior Center community.
- Collaborate with the Parks & Recreation Special Events Coordinator and Recreation Manager to ensure a balanced and varied year-round program and event calendar.
- Work closely with the Parks & Recreation Community Services Coordinator to promote programs and events through newsletters, flyers, social media, and email campaigns.
- Stay within approved budget parameters when planning programs, purchasing supplies, or securing services.
- Recruit, select, train and supervise instructors and volunteers for activities and events.
- Input and retrieve data into Parks and Recreation and Senior Center software programs.
- Assist the Senior Center Manager with the development and implementation of new programs and fundraising.
- Assure all materials and equipment are available for activities and program
- Provide publicity support through press releases, flyers, and advertisements in coordination with the Community Services Representative.
- Assist in administrative duties such as answering phones and processing new memberships when front desk staff is unavailable.
- Support ticket sales for fundraising events and trips.
- Provide on-site support at special events and functions.
- Perform other related duties as assigned.

Qualifications:

Education and Experience

- Bachelor's Degree in Parks & Recreation or related field preferred.
- Two (2) years of college coursework or equivalent relevant experience.
- Prior experience working with senior citizens.
- Experience with program development and fundraising is preferred.

Knowledge, Skills, and Abilities

- Proficiency in Microsoft Word and Excel.
- Excellent communication and interpersonal skills.

- Knowledge of office practices, procedures, and equipment.
- Familiarity with departmental rules, regulations, and functions.
- Understanding of current trends in parks and recreation.
- Strong customer service orientation with the ability to exercise patience, tact, and sound judgment.
- Ability to work independently with minimal supervision and manage tasks from inception through completion.
- Ability to address public inquiries professionally and courteously, with an emphasis on customer relations.
- Skill in planning, organizing, and promoting multiple recreation programs in collaboration with Parks & Recreation staff.
- Ability to work within budget constraints.
- Ability to research, write, and edit factual, financial, and statistical information.
- Willingness to pursue ongoing professional development and attend job-related meetings and conferences.
- Ability to establish and maintain effective working relationships.
- Ability to read, write, and communicate effectively in English.

Working Conditions

This is a full-time, non-exempt position (37.5 hours/week), Monday through Friday, with occasional evening and weekend hours required based on program and event needs. The physical demands of this position include the ability to sit, stand, walk, listen, speak, lift, carry, push, and pull up to 25 pounds, as well as operate standard office equipment. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential job functions.

Selection Guidelines

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Employment with the Township is at-will, which means either party may terminate the employment relationship at any time. Formal applications, rating of experience and education, oral interview(s), reference checks, background checks, and job-related tests may be used to evaluate a candidate's qualifications for this position.

Additional Information:

Benefits:

- \$25 - \$31/hour based on experience
- Average of 37.5 hrs/week
- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting https://northamptonpa.myrec.com/forms/988_686_application_for_employment_fillable.pdf and submit the **full job application, cover letter and resume** via email to the Parks and Recreation Director at jcfean@nhtwp.org. **Applications will be accepted until the position is filled.**

Equal Opportunity Employer