

GENESEE COUNTY

PROGRAM ASSISTANT, OFFICE FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position concerned with assisting in the development and day to day operation of the local Americorps Seniors and/or Recreation Programs. A person in this position is responsible for assisting in the coordination and development of volunteer placement sites based on Genesee County's volunteer needs and/or assisting in the coordination and development of Older Adult Recreation Activities. The duties are performed under the supervision of the Director, Office for the Aging (OFA) or his/her designee. Does related work, as required.

TYPICAL WORK ACTIVITIES:

When assigned to the Volunteer Program:

- Assist Program Coordinator in the implementation and operation of specific volunteer assignments, based on community need, and performs a variety of tasks to support both older volunteers and stations in these assignments;
- Recruits volunteers for specific new programs through public speaking to groups, personal contact, and use of local media;
- Orients volunteers and stations to program policies regarding time sheets, travel reimbursement, insurance, etc.;
- Drafts/composes letters and flyers to volunteers, stations and local agencies using Volunteer Program computer system;
- Maintains contact and works with various community agencies to promote volunteerism;
- Assists Program Coordinator with volunteer recognition and special events requests for volunteers from agencies;
- May handle payments and/or cash and be required to keep up-to-date financial records;
- May be required to pick up and/or deliver home delivered meals.

When assigned to the Recreation Program:

- Assists in coordinating, promoting and implementing recreational, educational, nutritional, and wellness programs for older adults to address social determinants of health;
- May involve some weekend and evening work, on-site and off-site;
- Greets program participants and assures that proper equipment needed or set-up necessary has been completed for the group's needs;
- Works with OFA Nutrition Program staff to promote wellness in a variety of way around nutritional programming;
- Schedules groups and activities for various rooms at the Senior Center;
- Writes promotional information on planned programs to publicize in the aging newsletter, penny savers, radio and newspaper;
- Makes arrangements with bus company, restaurants, tour destinations, etc., for planned trips and activities, prepares payment request for same, may receive payments;
- Attends meetings and speaks to groups concerning recreation, wellness and socialization opportunities available for older adults;
- Collects program data and prepares reports.

The above examples of duties are intended only as illustrations of the various types of work 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

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS: Working knowledge of the characteristics, needs and interests of the aging; working knowledge of community agencies, facilities and services and programs which can be utilized to aid the elderly; working knowledge of public information and relations techniques; ability to communicate clearly and effectively both verbally and in writing; ability to organize.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. One (1) year of full-time, paid experience in adult education, recreation, community development, community health services, counseling social work, public administration, work placement or related fields;

OR:

- B. Any combination of training and experience as defined by the limits of (A) above, indicating the ability to perform the duties of the job.

NOTE: Part-time and/or volunteer experience may be credited on a pro-rated basis.

Competitive Class

Non-Competitive (PT)

Adopted 8/20/74

Revised 4/29/98, 10/17/00, 5/15/15, 6/25/21