

TOWN OF WAYLAND POSITION DESCRIPTION

Title: Project Coordinator - PT

Department: Council on Aging

Appointing Authority: Town Administrator

Affiliation: Non-Union

Grade: N3

Personnel Board Approved: 05/04/15

Summary of Duties

Responsible for developing and overseeing senior projects, special events to enhance senior services and improve departmental operations.

Supervision Received

Works under the general supervision of the Director; exercises discretion and initiative in resolving project and event problems.

Supervision Exercised

Supervises the Volunteer Coordinator and the volunteers when the Volunteer Coordinator is not available; supervises volunteer trip leaders; supervises senior tax work off participants that have been assigned to a special project in the COA.

Job Environment

Performs duties under typical office conditions; special events may be overseen in other venues.

Has frequent contact with elders, community organizations, service providers; Town staff and representatives from a variety of agencies. Contact may require patience, tact and understanding. Confidentiality may be required

Operates standard office equipment.

Errors could result in delay or loss of services and programs and cause poor public relations for the Council on Aging.

Essential Functions

The essential functions or duties listed below 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.

Works independently to develop and oversee specific projects including but not limited to transportation service for seniors, special events and new initiatives that enhance the quality of life for seniors, improve departmental function and effectiveness within the COA department.

Researches, schedules and organizes all trips and travel at the COA; works with outside tour companies to plan and implement trips; researches, plans and supervises all trips utilizing the COA van.

Works with MWRTA on all transportation issues; works with First Student to schedule drivers; completes and maintains all transportation records; prepares reports including the transportation compliance reports as well as statistical information required for grants and the state annual report.

Plans and implements the annual summer concert series including contracting with bands and recruiting sponsors.

Works on special projects and events as assigned by the Director; serves as community liaison for specific projects; as needed, seeks outside funding for programs through business sponsorships or grant applications.

Provides customer service as needed; answering the phone, scheduling appointments and other office duties to support all staff members.

Work with staff to provide support in sponsoring all COA events.

Supervises the Volunteer Coordinator; oversees the volunteer services department (Volunteer programs include Home Delivered Meals, FISH – a volunteer transportation service providing medical rides for seniors, handyman service, as well as other programs that involve approximately 150 volunteers.); serves as the back up to the volunteer coordinator; oversees the recruitment, training and placement of all COA volunteers.

Performs similar or related work as required, directed or as the situation dictates.

Recommended Minimum Qualifications

Education:

BS or BA in a relevant field of endeavor from an accredited institution.

Experience:

Minimum of two (2) years of experience in event or project planning; experience working with elders and/or volunteers is preferred.

Substitutions:

None.

Licenses/Certificates:

None

Knowledge, Abilities and Skills:

Knowledge of event planning.

Knowledge of personal computers and relevant software programs; skill and ability to operate a personal computer and a variety of office equipment.

Ability to clearly communicate with a variety of individuals.

Ability to utilize good social, interpersonal and communication skills.

Ability to maintain confidentiality.

Ability to work independently and make appropriate informed decisions.

Ability to organize projects, accomplish tasks and meet deadlines.

Ability to relate well to the elderly and volunteers.

Ability to maintain detailed, complete and accurate records.

Ability to maintain the confidentiality of information.

Physical Requirements

Light physical effort required to set-up and breakdown tables and chairs. Frequently required to sit, stand, walk, bend, talk, and listen.

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.