

ALGER - MARQUETTE COMMUNITY ACTION BOARD

Job Description

Intergenerational Coordinator

Supervised by: Executive Director
Supervises: None

General Summary:

Under the direct supervision of the Executive Director, oversee all aspects of the development, implementation and management of the Intergenerational Program. Facilitates relational activities involving children and Senior Citizens so that strengths of one generation meet the needs of the other.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provide leadership in program development that links children ages 0-5 with senior citizens.
2. Organize and facilitate activities and events that support the development of meaningful relationships between children, parents and senior citizens.
3. Evaluate and provide instructional materials for the operation of the program which will enable the achievement of the goals of the program.
4. Provide screening, training and preparation of children, parents and senior citizens to enable full participation in program activities and services.
5. Maintain a current knowledge of other related community resources. Coordinate ongoing opportunities for involvement through activities with schools, other community resources and programs.
6. Design a program that accommodates participants' work schedules and other responsibilities.
7. Participates in the planning and execution of recruitment and enrollment activities for program participants and volunteers.
8. Keeps abreast of new intergenerational techniques.

9. Responsible for record-keeping and reporting on program performance and expenditures.
10. Develop marketing efforts to promote program.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Bachelor's degree in Early Childhood Education, social work, psychology, or related field.
- A minimum of 3 years experience working in a setting and/or tutoring environment.
- Experience in community/public relations and working with older adults.
- Demonstrated skill in strategic thinking and planning and developing partnerships throughout the community.
- Excellent communication and presentation skills.
- Excellent organizational skills.
- Skilled use of computer systems and MicroSoft Office Software.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with clients, volunteers and other employees.
- Ability to understand and follow complex oral and written instructions, and carry them out independently.
- Ability to work effectively within deadlines and with changes in work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 typically in classroom setting where they are regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move objects of light to moderate weight. Specific vision abilities required by this job include close vision and distance vision.

The noise level in the work environment can range from quiet to loud.