

TOWN OF NORTH HAVEN PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: August 16, 2017

Closing Date: When filled.

FROM: DIRECTOR OF COMMUNITY SERVICES

DEPARTMENT: SENIOR CENTER

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Program Coordinator - Elderly	5	\$17.68-\$19.38	\$17.68-\$24.74

PERMANENT: Yes TEMPORARY: If Temporary, for how long? N/A WHICH SHIFT? Days

FULL TIME: Yes HOURS: 35 PART TIME: If part time, what hours or days?

II. REASON FOR NEED

REPLACEMENT: Yes No

ADDITION: Yes No If yes, state funding.

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL HIGH SCHOOL COLLEGE X COMMERCIAL OTHER

EXPERIENCE:

B.A. or B.S. in Gerontology, other Social Service Discipline or related field. Two or more years post degree experience in human services with emphasis on provision of programs for senior citizens. Considerable experience with geriatric population. Ability to organize, implement and supervise programs for senior citizens.

Individual must have the ability to plan and execute all program activities at a municipal Senior Citizen Center to include: responsibility for planning and development of monthly program schedule, monthly newsletter and program offering brochure, responsible for planning and execution of all external trips, responsible for securing and coordinating outside instructors for programs and outside speakers, responsible for coordinating all daily programs and special events, ability to instruct activities such as craft classes, line dancing and senior fitness programs, ability to network with other Town departments provide intergenerational programs, ability to work a flexible schedule to occasionally include evening and weekend hours. Other responsibilities may be added to meet the overall day to day operation of the Center.

APPROVED BY: _____SEL

_____DCS