



Job Title:	Aging Programs Coordinator
Hours:	Regular Full-Time/40 hours per week
Pay Range:	\$23.91 – 25.27 per hour, based on experience; plus, longevity, if applicable
Department:	Human Services
Reports to:	ADRC/Aging Programs Manager
FLSA:	Non-Exempt
Position Purpose:	The purpose of this position is to administer the nutrition program for Lafayette County. This role focuses on volunteer recruitment and management, event coordination, and assists with researching grant and funding opportunities and program outreach. The Aging Programs Coordinator ensures the program runs efficiently and remains a valuable resource to participants. This position provides back-up support for ADRC/Aging & Human Services Department.

Duties and Responsibilities:

- Assist meal site coordinators and volunteers with day-to-day operations. This includes filling in when meal site coordinators are unavailable to serve the meal.
- Perform onsite and in-home assessments of people interested in or participating in the nutrition program. Ensure all required registration, screening and assessments for the nutrition program participants are completed.
- Assist with ensuring the program meets local, state, and federal nutrition program regulations.
- Ensure the ongoing practice of safe food handling by developing and enforcing local procedures related to food safety and sanitation. Ensure all training and certification requirements are met by nutrition staff are completed.
- Maintain accurate records related to volunteer participation, program statistics, and funding efforts.
- Maintain, inform and seek advice from the nutrition advisory council.
- Develop new program initiatives.
- Coordinate access to other Agency services for at-risk participants.
- Initiate meal prioritization as needed.
- Perform annual, and as needed, site checks to ensure food and safety guidelines are met.
- Order food for cooking site locations.
- Research and identify funding opportunities to support and expand nutrition services. Assist with grant applications and funding proposals. Complete grant reporting requirements and ensure compliance with funding guidelines.
- Organize emergency meals for all Lafayette County participants.
- Build relationships with local organizations and community partners to enhance program support.
- Promote the nutrition program through outreach, marketing, and community engagement.
- Facilitate quarterly nutrition education in person at meal sites, and with home delivered meals.
- Compile and enter daily participant records into required database monthly, along with assisting



the ADRC/Aging Programs Manager with necessary reports. Prepare the Nutrition Report for Commission on Aging Advisory meetings.

- Recruit, train, and manage volunteers to support meal service operations. Develop and maintain a positive volunteer experience, ensuring retention and engagement. Schedule and coordinate volunteer shifts to meet program needs. Work with the ADRC/Aging Programs Manager to plan and host an annual volunteer appreciation event.
- Ensure and maintain confidentiality of client information.
- Responsible for determining the cancelation of meals based on inclement weather or other reasons. Communicate cancelations with media, meal site coordinators, volunteers, and participants.
- Gather feedback from participants and volunteers to improve services.
- Send out participant statements in order to collect donations for meals provided.
- Submit monthly meal counts for Managed Care Organizations (MCOs) billing to the Human Services financial unit responsible for the billing of this information. Contact MCOs regarding all pertinent information for billing their clients' meals.
- Maintain records on names and phone numbers of all participants emergency contacts and provide to meal site coordinators.
- Attend all required training sessions and meetings.
- Responsible for monthly Nutrition volunteer driver reimbursement calculations. Collect monthly mileage reports volunteer drivers and restock their forms and supplies as needed.
- Maintain a working knowledge of departmental programs to ensure proper referrals. Use the Language Line as needed for non-English-speaking clients. Distribute incoming client and Agency requests via email to the appropriate staff.
- Provide clerical support as appropriate to the Human Services and Aging & Disability Resources staff, including word processing, proofreading reports, faxing, copying, filing, mailing, and distributing information.
- Perform all other duties as assigned.
- Must have regular and dependable attendance.

Qualifications:

- A bachelor's degree from an accredited college or university, preferably in a human services related field.
- Or a combination of an associate's degree and at least three years' experience and training that would provide the required knowledge, skills, and abilities.
- ServSafe Certification (or equivalent) and/or obtain certificate within 90 days of employment.

Other Requirements:

- Experience in program coordination, volunteer management, or nonprofit administration preferred.
- Strong organizational and leadership skills.
- Excellent communication and public relation abilities.
- Experience with grant writing and fundraising preferred.
- Ability to work independently while collaborating with staff, volunteers, and community partners.
- Basic computer proficiency for record-keeping, reporting, and grant applications.



- Language, mathematical, judgmental/reasoning, and oral and written communication skills.
- Demonstrated ability to be highly organized and self-motivated with multi-task orientation while completing work with minimal supervision.
- Demonstrated ability to work effectively with people of various cultural, economic, and educational backgrounds.
- Demonstrated ability to develop an understanding of and explain basic programs related to ADRC.
- Demonstrated knowledge of office practices and procedures, terminology, equipment, and software (i.e. Microsoft Word, Excel, spreadsheets, desktop publishing, digital photo processing, document scanning, Power Point, Internet applications and E-Mail).
- Excellent customer service skills.
- Working knowledge of community organizations and resources to give information and referrals to callers and clients, a plus.

Working Conditions:

- The typical working environment is within a non-smoking temperature-controlled office.
- Office-based with regular travel to client homes, meal sites and community events.
- Some pre-planned evening or weekend hours may be required for events and outreach.

Physical Requirements:

- Ability to operate office equipment such as multi-line telephones, copiers, facsimile machines, personal computers, calculators, etc.
- Ability to exert very moderate physical effort in sedentary to light work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing, pulling, and stair climbing.

Disclaimer Clause:

Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job; they are intended to be accurate reflections of those principal job elements. It is not intended to limit or modify the rights of any manager to assign, direct and control the work of employees under supervision. Lafayette County retains and serves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgment, to be proper.

Lafayette County is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

