

5/15/25 3:35pm



# Town of Branford Position Opening

## SENIOR SERVICES ACTIVITIES COORDINATOR

**Location:** Community Center, Branford, CT

**Status:** Full Time, 40 hours p/w

**Pay Scale:** \$26.59 – 31.29 p/h, Next pay  
increase 7/1/2025, Generous Employee  
Benefits

**ALL COVER LETTERS AND RESUMES SHOULD BE SUBMITTED TO:**  
[CAREERS@BRANFORD-CT.GOV](mailto:CAREERS@BRANFORD-CT.GOV)

### **Job Summary:**

The purposes of this position are to plan, promote and implement the Seniors recreational, cultural, educational, informational and health programs. S/he also evaluates the needs of the Seniors it serves and seeks out new ideas and methods to provide appropriate programs and services. The Senior Services Activities Coordinator is required to exercise considerable independent judgment in administering and managing programs and services and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **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.)*

- Develop and implement new activity programs and enhance existing programs and activities, including instructor recruitment. Engage membership in providing input to new or existing program/activities for program evaluation. Encourage member participation in programs. Maintain participation lists and monthly statistics on all daily activities, including physical fitness, computer classes, cultural events, and seminars.
- Recruit, schedule, and supervise part-time instructors. Ensure all classes, activities, and programs are executed as planned to include room set-up and breakdown. Content areas include fitness, aerobics, tai chi, dance, bridge, yoga, safe driving, crafts, New Perspectives, Line Dancing, etc .....
- Plan, conduct, and escort day trips & mini trips, including itineraries, vendor agreements, payments, evaluations, and follow-ups.
- Assist with fiscal management including receipt of payments, developing and accessing activity fees, and programming budgets.

For questions: (203) 315-0628 or (203) 315-0629



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- Develops and maintains on line class schedules and payments and providing assistance to volunteer instructors and coaches. Develop and maintain curriculum for classes. May be required to instruct a classroom, provide one-on-one training, and/or troubleshoot computer problems.
- Assist in planning and implementing fund-raising activities.
- Develop creative arts programs; recruit instructors and teach classes when necessary.
- Refer clients to appropriate staff for social service assessment and appropriate action, based on a comprehension of the spectrum of services offered. Services include rental rebate, fuel assistance, elderly housing application process, elderly nutrition, CONNPAGE , Medicare, Medicaid and others.
- Responsible for the design and production of a quarterly newsletter, press releases and other publications.
- Generate social media content and respond to communications.
- Provide coverage to the transportation office, dispatching and scheduling when needed.
- Respond to membership and public inquiries regarding membership, activities and services. Maintain database for membership files, trip lists, payment records and scheduling.
- Act as a liaison between AARP and senior citizens, scheduling and managing classes.
- Serve as site supervisor for RSVP (Retired Senior Volunteer Program); responsible for overseeing volunteers, including recruitment, tracking of hours and recognition of volunteer contributions.
- Obtain and maintain ServSafe Food Protection Manager certification within the first year of assuming this position.
- Assists in development and implementation of expanded Café food programs.
- Develop and maintain effective relationships with Town officials, departments and commissions, philanthropic and religious organizations; and area agencies and foundations.
- Comply with OSHA and ADA.

### **Other Functions:**

- Perform related work as required.
- Continue professional development.
- Assist other department staff as needed to promote a team effort to serve the public

### **Supervision:**

*Supervision Scope:* Performs responsible duties requiring independent judgment and initiative in planning and organizing Center programs and activities. Also performs special professional, administrative and clerical responsibilities requiring a thorough knowledge of senior services.

*Supervision Received:* Works under the direction of the Director or his/her designee; follows established policies where appropriate.

*Supervision Given:* Assists with the supervision of volunteers and part-time instructors. Develops job direction, assigns tasks, provides instructions as needed, and monitors performance.

### **Minimum Required Qualifications:**

#### **Education, Training and Experience:**

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The qualifications required would generally be acquired with a bachelor's degree in Recreation and Leisure Studies or some closely related field and 2 years as an Activity Coordinator in a Senior or Community Center; or an equivalent combination of education, work experience and training.

### Special Requirements:

Valid CT Driver's License; CPR, AED and First Aid certifications required within first year of employment.. Must be available to attend off-site programs developed for the seniors.

### Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of the principles and practices of senior programming; understanding of social service agencies on the regional, state and federal level that serve seniors and adults; knowledge of recreational, educational, health, and cultural programs and social activities as are usual for its members; knowledge of and ability to assist in the coordination of the programming, knowledge of social trends and indicators and their impact on senior services; knowledge of computer applications appropriate for office and education; knowledge of municipal budgeting and recordkeeping.

*Ability:* Ability to implement short term and long range comprehensive plans for programs and activities, and to implement and evaluate such programs and activities; ability to assist with the translation of public policy to programs and practices; ability to deal effectively with Town staff and officials, the seniors, families, general public and the media; handle multiple projects and programs at one time; ability to assign, train, and supervise volunteers and part time staff; ability to assist with the administration of an operating budget for the department; ability to perform fund raising and publicity functions. Ability to obtain Food Protection Manager certification within 6 months of assuming this position.

*Skill:* Excellent computer skills and knowledge of social media platforms, verbal and written communication skills; excellent listening skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skill in using the above mentioned office equipment, including Word, Excel, Access, PowerPoint and Publisher software; skills associated with the supervision and training of volunteer staff and instructors; skills associated with developing curriculum, teaching classes and organizing programs; strong coordination and creativity skills.

### Job Environment:

Administrative work is performed in a moderately quiet office with regular interruptions during the day from the seniors, adults, staff and other Town employees; frequently required to address facility maintenance issues at the Center, attend meetings.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with other municipal departments' the seniors and adults served; civic groups, vendors and professional services; grant agencies; other senior centers and regional associations and volunteers. Communication is frequently in person, by telephone, e-mail and in writing.

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***We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. The Town of Branford reserves the right to limit the number of qualified candidates who will be considered for the position. All candidates must successfully pass a post-offer drug/ substance abuse test given at the Town's expense. The Town of Branford conducts background investigations for all positions prior to hiring. Refusal to sign the release form will terminate the candidate for further consideration.***