

DAY CARE CENTER COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for administering an Elderly Day Care Center including planning, organizing activities, and supervising the staff. The work is carried out in accordance with the goals and standards established in the grant application. In addition to the general administrative and supervisory duties of the position, the incumbent will participate in the direct delivery of program services to the elderly participants. General supervision is received from the Director, Department of the Aging, with considerable latitude allowed for independent judgement. Direct supervision is exercised over subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Coordinates the service activities of the Elderly Day Care Center;
- Plans, organizes, and supervises the staff's delivery of service activities;
- Supervises the activities of employees and volunteers;
- Participates in the delivery of various service activities;
- Supervises the maintenance of detailed participant records and program service records;
- Prepares budgets and keeps financial records related to program;
- Makes purchases of supplies and materials related to program;
- Develops and participates in liaison activities with private and volunteer agencies concerned with the elderly;
- Stimulates community awareness and comprehension of problems of the elderly;
- Conducts training of employees and volunteers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the characteristics, needs, and interests of the aging; good knowledge of the functions of a day care program; working knowledge of administrative and supervisory principles and practices; working knowledge of community agencies, facilities, and services which can be utilized to aid the elderly; working knowledge of public information and relations techniques; ability to plan and supervise the work of others; ability to communicate clearly and effectively both verbally and in writing; initiative and resourcefulness; tact; courtesy; integrity; and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A.) Graduation from a regionally accredited or New York State registered four year college with a Master's degree in the social or behavioral sciences, public health, public administration, recreation, education, or a related field and one year full time paid experience, other than clerical in nature, in a community service organization or in the field of the aging;

OR

- B.) Graduation from a four year college or university with a Bachelor's degree in the social or behavioral sciences, public health, public administration, recreation, education, or a related field and two years full time paid experience, other than clerical in nature, in a community service organization or in the field of the aging;

OR

- C.) Graduation from high school or possession of a high school equivalency diploma and six years of experience, other than clerical in nature, in a community service organization or in the field of the aging.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 2/21/70

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