



TOWN OF MANSFIELD

Program Coordinator Senior Center – Human Services Department

The Town of Mansfield is seeking a program coordinator to assist with coordinating programs for the Senior Center. Sample duties include: planning and overseeing activities and programs for older adults; scheduling activities, programs and events; assisting in the supervision of program staff and volunteers; and assisting with budget monitoring of assigned programs.

Excellent communication and customer service skills required as this is a frontline position frequently interacting directly with seniors, staff, instructors, volunteers and the general public. Position reports to the Senior Center Supervisor.

Position is full-time with benefits package. Salary range is \$24.80-\$31.25 per hour; hiring rate is dependent upon the selected candidate's qualifications and experience. Candidates are required to have an associate's degree in therapeutic recreation, gerontology, or a related field. Some experience working with seniors in a similar setting is highly desirable. Public Service License is required, or the ability to obtain a PSL within 6 months of employment. The selected candidate will be subject to a background check.

Interested applicants must submit an employment application, resume, and letter of interest online at www.mansfieldct.gov/jobs no later than Friday, May 11, 2018 at 12:00pm. EOE/AA