

NUTRITION PROGRAM CENTER COORDINATOR - PART-TIME

Code No.: 6-14-005
NON-COMPETITIVE*

DISTINGUISHING FEATURES OF THE CLASS: This part-time position is responsible for the effective operation of a nutrition and recreation program for senior citizens. Duties include the planning, coordination and delivery of prepackaged meals, recreational activities and other support services at a neighborhood nutrition center. The employee reports directly to, and works under the general supervision of a Town Supervisor or other higher-level staff member. Direct supervision is exercised over nutrition center aides and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Plans, coordinates and schedules transportation, recreation and social activities;

Plans and implements supportive services such as nutrition education and shopping assistance;

Supervises nutrition aides and volunteers in the serving of food to ensure that a pleasant atmosphere and sanitary conditions are maintained;

Supervises volunteers in the conduct of recreational and social activities;

Participates in activities to recruit senior citizens into the program;

Refers senior citizens to other human service agencies for assistance when need is identified;

Maintains detailed records of registrations, attendance, fees and donations for the program;

Prepares reports on services provided for the program administrator and the Office for the Aging as requested;

Maintains time and attendance records for nutrition center aides;

Ensures that safe and sanitary conditions are maintained at the center;

Meets with the Nutrition Program Council and its Committees to discuss problems and activities of the center and plan menus.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the general interests and abilities of senior citizens; good knowledge of recreational program planning techniques; working knowledge of food preparation and serving techniques; working knowledge of the principles of good nutrition and meal planning; working knowledge of public relations and program recruiting techniques; working knowledge of the laws and regulations governing health and safety, especially as it pertains to food storage, food serving and public facilities; ability to interact and establish good rapport with senior citizens; ability to plan, coordinate and conduct recreational activities for senior citizens; ability to plan and supervise the work of others; ability to consistently follow through on details; ability to deal effectively with staff, volunteers and senior citizens; ability to communicate clearly and effectively orally and in writing; ability to maintain records; ability to prepare narrative and statistical reports; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency

diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year paid full-time or its part-time equivalent experience in recreation, nutrition, or human services programming; OR,
- (B) Three (3) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Must obtain a valid Food Manager certificate (previously named Level I – Food Handler in Charge certificate) approved by the Monroe County Department of Public Health, during the probationary period.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: December 20, 1979

REVISED: March 25, 1982

REVISED: December 6, 2018

*Approved in the non-competitive jurisdictional class for towns only. May vary in other jurisdictions.