

PLAINFIELD COUNCIL ON AGING COORDINATOR
JOB DESCRIPTION

(09/3/2018)

The Coordinator of the COA is the face of the Council on Aging, reaching out to and serving 253 Plainfield seniors, currently 44% of the population. The Coordinator works closely with the COA Advisory Board to provide services, assistance, and programs for seniors, and is the central management point for COA affairs. The current Council on Aging Board is relatively new and is seeking to provide enhanced services for Plainfield seniors to “age in place,” and maximize their health and well being. We seek a creative, energetic colleague to work with us as Coordinator. This is a part time Town employee position, current salary is \$15 per hour for an estimated 8 hours per week. Primary responsibilities are:

PROGRAM MANAGEMENT AND ADMINISTRATION:

1. Manage on-going programs and activities, working with providers and volunteers.
Current programs managed by the COA include:
 - * Bi-Monthly senior lunches at Town Hall.
 - * Foot clinic every two months at Town Hall.
 - * Qi Gong classes Tuesday afternoons at the Plainfield Church meeting room.
2. Suggest and develop new programs and services for consideration and approval by the Board, such as fitness, recreation, health/legal education, transportation.
3. Develop meeting agenda with Board Chair and post required announcements.
4. Prepare Plainfield portion of the monthly senior newsletter,
5. Prepare and file required applications, budgets and reports to the State Elder Affairs Office.
6. Maintain records of meetings, programs, services, and statistical data on seniors.

OUTREACH TO SENIORS AND OTHERS

1. Respond to requests for assistance from seniors or family members with information on services available through COA and other local/regional organizations.
2. Encourage seniors to participate in programs offered by the COA.
3. Develop working relationships with other town boards and commissions to enhance COA services and make Plainfield an “Age Friendly” community.
4. Maintain confidentiality of information regarding individual seniors.
5. Manage COA correspondence.

FINANCIAL:

1. Develop and monitor a July 1 fiscal year COA budget, currently a \$6000 state grant, \$2500 from the Town of Plainfield and a revolving fund of contributions.
2. Process accounts payable from COA budget through the Town Treasurer.
3. Maintain routine supplies, and purchase other equipment as approved by the Board.
4. Consult with the Town Finance Committee liaison as needed.

REQUIRED MEETINGS:

1. COA lunch, second and fourth Wednesdays each month.
2. COA Board Meeting following the lunch, second Wednesdays.
3. Northern Hilltowns COA Consortium, first Monday each month,.
4. Other training and State/regional meetings as necessary.

For further information contact Ann Irvine, Chair COA, 413 634-5698 or irvinea@verizon.net

