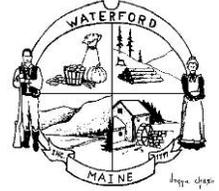


# Town of Waterford

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## Job Description Adult Community Coordinator Controlled Document #: JD-012

### Nature of Work

This is a part-time position consisting of practical work related to planning, coordination, administration, and evaluation of Waterford's services for adults. The position requires office hours during normal Town Office operating hours and may require staggered hours including evening and weekend work due to program scheduling needs. Programs may run seven days per week.

The Adult Community Coordinator is responsible for coordinating community, cultural, recreational, informational, and other activities on a year-round basis, as well as the organization and supervision of all volunteers required to carry out these activities and programs. The Adult Services Coordinator is also responsible for coordinating program publicity, public relations, scheduling events and maintaining and processing program records and reports. Work is reviewed through observations, periodic discussions of program needs, conditions, and problems under the supervision of the Waterford Select Board. This position entails extensive public contact.

<b>Reports To:</b> Select Board	<b>Supervises:</b> Volunteers
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### Duties and Responsibilities

#### **Programming & Coordination:**

- Plans, coordinates, administers, and evaluates activities and personnel involved in activities
- Recruits and schedules speakers for luncheons and other events.
- Recruits and coordinates instructors and/or volunteers for all adult activities and programs.
- Coordinates and develops materials for any special programming
- Maintains schedules and organizes on-going activities and programs.

#### **Marketing/Public Relations:**

- Builds and maintains a mailing list for communication purposes.
- Produces and distributes monthly activities through various communication channels (social media, email, Town website, etc.)
- Manages all communication for the adult services programs.
- Prepares correspondence and communication pertaining to adult services and meets with social, civic, and community groups to explain programs and stimulate public interest.

#### **Budgeting & Reporting:**

- Reviews monthly budget and oversees control of department expenditures.
- Develops and executes fundraising programs and activities.
- Presents monthly activity and reports for the Select Board's review.
- Compiles annual reports of recreation programs and activities for review and publication in the Annual Town Report.

#### **Other:**

- May serve on area/or regional boards and/or committees that foster activities for adult Waterford residents
- May work with other municipal employees and committees on regional opportunities that include Waterford residents.

- Performs related work as required.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is required to walk frequently, stand, sit, stoop, crouch, kneel and crawl.
- The employee may occasionally lift and/or move up to 25 pounds.

**Requirements of Work**

- Ability to plan, organize, coordinate, and direct the activities and personnel involved in activities for adults.
- Able to maintain and prepare records.
- Ability to plan, budget for, and administer programming suited to the needs of adult community members.
- Ability to monitor revenues and expenditures in assigned areas to assure sound fiscal control; to prepare annual budget requests; to assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Ability to work closely and effectively with staff, residents, and others in coordinating and implementing the programs and activities
- Knowledge of modern office procedures, practices, and equipment.
- Ability to work with some independence in general work situations.
- Ability to establish and maintain working relationships with other employees.
- Ability to keep various records to assemble and organize data and to prepare standard reports.
- Ability to deal courteously with the public using tact and resourcefulness in meeting new problems.
- Ability to establish and maintain effective working relationships with town officials, employees, social organizations, other agencies, and the general public.
- Ability to communicate effectively both verbally and in writing.
- Possess and maintain a valid Maine motor vehicle operator's license.

**Preferred Training and Experience**

- Graduation from an accredited high school, or equivalent; a two or four year college degree preferred, but not required
- Demonstrated leadership skills in record keeping, coordination of activities, and knowledge of services and activities available
- Any equivalent combination and experience related to the job duties and responsibilities.
- Experience in creating and adhering to a program budget.
- Grant writing and fundraising skills.

**Selection Guidelines**

- Formal application, rating of education and experience; oral interview; reference and background checks.
- The duties listed above are intended only as an illustration 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.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Document Information**

- Document Number: JD-012

**Document Approved by the Waterford Board of Selectmen on August 11, 2021.**

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