



Job Title: Golden Age Program Coordinator

Job Type: Part Time/ Hybrid Position

Job Category:

Job Purpose:

The Golden Age Program Coordinator is responsible for planning, implementing and overseeing programs, events and services for the Golden Age Village (GAV). This role ensures the smooth operation of daily activities, promotes senior engagement, supports grant-related responsibilities and maintains effective communication with staff, participants and community partners. The Coordinator plays a key role in fostering a welcoming, organized and enriching environment for seniors while also building strong relationships with local businesses, nursing homes, hospice care facilities and community organizations.

Job Description / Responsibilities Include:

Program Administration

- Coordinate daily program operations, including updating transportation lists, support in managing attendance records and preparing program spaces.
- Develop, maintain and distribute monthly program schedules and event calendars.
- Recruit, train, support and engage volunteer teams to support various GAV activities.
- Collaborate with staff and volunteers to determine monthly meeting topics and manage program communications through email, flyers and social media platforms.
- Schedule speakers, presenters, workshops and activities; confirm all logistical needs in advance.
- Procure and manage inventory for program and administrative supplies, including online orders.
- Oversee setup and operation of audio-visual equipment for presentations and virtual sessions (Zoom, Teams, etc.).

Grant Management

- Serve as the primary point of contact for GAV grant submissions in coordination with the grants team.
- Prepare and submit required grant reports, including biannual, quarterly and monthly updates.
- Track and manage grant budgets, process payment requests and maintain accurate financial records.
- Ensure compliance with grant requirements by collecting data, maintaining records and preparing supporting documentation.
- Collaborate with the grants team to provide requested information, reporting or follow-up materials.

Community Engagement & Partnerships

- Build and maintain relationships with community organizations, healthcare facilities, local businesses and local and State departments of aging to enhance services for members.
- Support seniors with inquiries and service needs during center hours.
Work with external organizations to help establish senior engagement initiatives and collaborative programming.



- Promote GAV programs within the broader community to increase awareness and participation.

Website and Digital Communication

- Update and maintain the GAV website with monthly calendars, program flyers “Whats Happening” page and activity summaries.
- Oversee member service requests and ensure they are paired with available volunteers.

Additional Responsibilities

- Collaborate with staff on the quarterly newsletter, providing updates, content, photos and statistics.
- Represent GAV at conferences, community events, workshops and outreach initiatives.
- Support other administrative or program-related tasks as needed.
- Any other duties assigned from time to time.

Qualifications

- Bachelor’s degree in Social Work, Nonprofit Management, Gerontology, Human Services or a related field (preferred).
- Minimum of 2 years of experience in program coordination, senior services, social services or nonprofit operations.
- Experience with grant management and budget tracking is highly desirable.
- Strong organizational, administrative and written/verbal communication skills.
- Proficiency in Microsoft Office Suite, Google Workspace and virtual meeting platforms (Zoom, Teams).
- Ability to multitask, prioritize responsibilities and work independently in a hybrid environment.
- Commitment to senior wellness, inclusion and community engagement.

Skills and Competencies

- Excellent interpersonal and customer service skills, with the ability to work effectively with seniors.
- Strong attention to detail and reliability in maintaining accurate documentation.
- Effective problem-solving, critical thinking and decision-making abilities.
- Collaborative team player with leadership skills and initiative.
- Flexibility and adaptability in a dynamic and evolving program environment.