

# Chelsea Senior Center

## Senior Nutrition Program Coordinator

### Job Summary

This position reports to the Assistant Director (AD) and is responsible for supporting the Senior Nutrition Program (SNP) by coordinating the day-to-day operations of the delivered homebound (Meals on Wheels or MoW) and onsite congregate meals while maintaining strict confidentiality and the discreet handling of sensitive information.

### Commitment

To support the mission of the Chelsea Senior Center to enhance the quality of life and well-being for area seniors and their families. This is a part-time, non-exempt position that will require 20 hours per week, typically mornings, Monday-Friday throughout the year.

### Essential Duties:

- Work alongside AD to stay compliant with the terms of our contract with Washtenaw County OCED (our funder).
  - Submit reports, invoices, participant communication as required
- Coordinate volunteers (MoW drivers and kitchen assistants) to provide needed meals
  - clearly communicate daily tasks and expectations to scheduled volunteers
  - manage volunteer schedules
  - assist in volunteer recruitment, training and registration
  - work with AD to host volunteer meetings
- Collaborate with Chelsea School District kitchen staff (caterer) to coordinate daily meal preparation
  - Order essential materials necessary to program

#### MoW

- guide and assist volunteers to portion, package, and assemble food items as needed
- follow food safety regulations, cleaning/sanitizing requirements, and nutrition guidelines as directed by caterer
- organize meals by route for driver pick-up

#### Congregate

- guide/assist volunteer kitchen assistants to set up lunch tables and set tables
- Maintain meal requirements and client and volunteer records in a proprietary database system
- Communicate with clients as needed
  - changes in delivery schedule; participant responsibilities; and other procedures for making donations
- Other day-to-day operational duties and CSC-wide activities as assigned

### Employment Qualifications:

- Be able to work efficiently and independently to complete duties
- Possess communication skills to be able to relay information effectively to the volunteers, clients, colleagues, and Senior Center members
- Planning, organizing and directing the work of others
- Initiative necessary to perform tasks in a timely manner
- Set priorities, coordinate projects and meet deadlines
- Use sound, independent judgment within established guidelines
- Maintain accurate, secure and confidential records and files

**Skills:**

- Adept at using standard office equipment including phones, copiers, computers, calculators
- Familiar with MS office suite including Excel, Word and Outlook

**Education:**

High school diploma or G.E.D. equivalent required. Preference given for a completed associate or bachelor's degree or equivalent proven experience in a human services field.

**Physical Demands, Licenses, and Certifications:**

- Able to lift 25 pounds. Ability to handle typical movements seen in a busy, people focused, activity driven workspace. Tasks may be performed with or without reasonable accommodation.
- Valid Michigan driver's license.
- Successful background check.
- CPR/AED certification or willingness to be certified at CSC expense.
- ServSafe Food Handler Certification or willingness to be certified at CSC expense.

**In Addition:**

This description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance. This position requires 20 hours a week Monday-Friday throughout the year, with some weekends and evenings for special events. Flexibility in scheduling is required. The Chelsea Senior Center is an at-will employer. Benefits: Paid time off-- sick time, holidays, vacation --no health benefits, regardless of hours worked.

**To Apply:** Submit cover letter and resume to Jennifer Smith, Chelsea Senior Center, 512 Washington Street, Chelsea, MI 48118 or to [jsmith@chelseaseniors.org](mailto:jsmith@chelseaseniors.org) by May 12, 2025. No calls please.