



CLARENCE SENIOR CITIZENS, INC.

4600 Thompson Road • Clarence, New York 14031 • Tel. 633-5138 • Fax 633-2276

Job Title: Program Coordinator

Major Duties:

Plans, organizes, and implements programs that are recreational, social, educational, cultural, and health related.

Recruits and evaluates instructors.

Recruits, trains, motivates, and gives recognition to volunteers.

Develops and coordinates fundraising events/efforts for the Center

Qualifications:

BA or BS. A minimum of 1 year experience of planning and delivery of programs and services. Must be organized, creative, computer proficient and a self starter with the ability to lead.

Send resume to:

contact@clarenceseniorcenter.org