



AmeriCorps Active Choices Program Coordinator

Summary: Performs a vital role in supporting older adults' desire to remain independent by providing guidance and support to living a more active lifestyle. The Program Coordinator will oversee their local Active Choices program. This position reports to the host site supervisor.

Eligibility Requirements: 1. United States citizen, United States national or lawful permanent resident of the United States 2. at least 17 years of age 3. Have a high school diploma or GED 4. Agree to a criminal background check and sexual predator check and results must be clear before service begins due to access to vulnerable populations (seniors.)

Duties & Responsibilities:

- Coordinator serves as AmeriCorps Member through host site (Elderserve.)
- Oversees delivery of Active Choices program services, ensures that documentation is completed, services are performed, and program has continual growth.
- Promotes the program and recruits new participants, including giving presentations at community centers, senior centers, and senior living facilities.
- Serves as the point of contact for the local site area.
- Provides timely and accurate documentation and reporting on all services. Assists with reports as needed.
- Coordinates referrals, services, and activities with other service providers.
- Make home visits with new participants to process intake information and make an individualized exercise plan.
- Recruit, interview, and train volunteers to complete follow-up phone calls with participants.

Educational/Skill Requirements:

- Bachelor's degree in Dietetics, Exercise Science, Public Health or related degree in progress
- Two years experience in related field
- Experience working with older adults
- Ability to engage, empower and support people of all ages, abilities and backgrounds
- Ability to be self-directed and self-sufficient and work cooperatively with others
- Excellent written communication/people skills
- Independent problem solving and decision-making ability
- Organizational and time management skills
- Experience delivering presentations to small and large groups
- First Aide/CPR certified (will provide if needed.)



Minimum proficiencies in technology

- Proficient in MS Word, Excel, PowerPoint and Outlook
- Experience with database software
- Proficient Internet user

Member Benefits:

- Living Allowance
- Education award upon successful completion of service
- Loan Forbearance and Interest Payments (upon Qualifications)
- Leadership Development
- Professional Development Opportunity/training

Service Schedule

- Complete 1200 hours by 08/31/19 Full-Time

Other position requirements and/or preferences (certifications, reliable transportation, specialized knowledge, travel/security requirements, etc.)

Required:

Attend an in-person or web-based Preservice Orientation

Attend other events as directed by Serve Kentucky, Elder Serve or DAIL

Reliable transportation and automobile insurance

Signed Confidentiality agreement

Pass criminal background check-due to reoccurring access to vulnerable populations

Pass drug test

Physical Demands: The physical demands described here are representative of those that must be met by an Elder Serve/AmeriCorps member to successfully perform the essential functions of this position.. While performing the essential duties of this position, the service member is regularly required to interact with elderly individuals on a one-on-one basis. The member must have the physical and mental stamina to perform their service duties throughout the typical service day and during additional events requested by the site or Elder Serve. While performing the duties of this position, the service member will normally be in an officer setting or an individual participants home. Occasional off-site activities are required that may present access barriers. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Contact:

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