



JOB DESCRIPTION: SENIOR SERVICES COORDINATOR – PART-TIME

THE POSITION:

Reporting to the Youth and Senior Services Manager, the Senior Services Coordinator is responsible for executing meal service and programming for LGBTQ+ and allied older adults for SAGE-Pride Center of Staten Island. Meal service and activities take place at least three days a week. The Senior Services Coordinator is responsible for planning programs, developing a monthly calendar, coordinating with community partners and volunteers, supervising program activities, warming and serving meals, and outreach and recruitment.

This is a part-time, non-exempt position (24 hours/week).

SALARY RANGE:

The hourly rate range associated with this position is \$18-\$21/hour, commensurate with qualifications.

PRIMARY RESPONSIBILITIES:

- Foster an LGBTQIA+-affirming and welcoming environment for all participants.
- In consultation with the Youth and Senior Services Manager, create a monthly calendar of SAGE-Pride Center of Staten Island activities that address various domains of wellness.
- Coordinate with community partner organizations and/or volunteers who facilitate programs within SAGE-Pride Center of Staten Island programming.
- In consultation with the Youth and Senior Services Manager, make and record referrals to programs in-house and to other organizations for SAGE-Pride Center of Staten Island participants.
- Communicate concerns about SAGE-Pride Center of Staten Island participants to the Youth and Senior Services Manager.
- Perform in-reach and outreach activities to recruit new older adults and retain current older adult participants for SAGE-Pride Center of Staten Island activities
- Execute meal service and facilitate activities for LGBTQIA+ and allied older adults.
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.
- Deliver food trays directly to SAGE participants in the designated dining area.
- Prepare and serve a variety of beverages such as coffee, tea, and soft drinks.
- Clean and sanitize kitchen and dining areas, equipment, trays, utensils, dishes, and silverware.
- Inform supervisors when supplies are getting low, or equipment is not working properly.
- Chaperone off-site field trips as needed.
- Attend weekly supervision and monthly staff meetings as assigned.
- Assist with other Pride Center programs, services, and events as needed.

QUALIFICATIONS:

- A strong commitment to the Pride Center of Staten Island's mission, vision, and values.
- High school diploma required. Some college experience preferred.
- Must be able to lift and carry 25 pounds and work in confined spaces.
- Must be willing to complete New York City Food Handler Training course and certification.
- Experience working with older adults, transgender individuals, clients with a history of substance use and/or mental health issues, and/or persons living with/affected by HIV/AIDS highly preferred.
- Candidate MUST have attention to detail, self-motivation, healthy boundaries, and ability to work independently and as part of a team.
- Strong communication (verbal and written) and organizational skills a must.
- Bi-lingual (Spanish/English) preferred but not required.

DETAILS:

- Location: Pride Center of Staten Island, 66 Willow Avenue, Suite 202, Staten Island, NY 10305.
Please note that the Pride Center sometimes operates on a hybrid in-person/remote basis. In-person hours are staggered to promote the safety and wellbeing of the Pride Center team and participants.
- Work Hours: Wednesdays, 10 AM – 6 PM; Fridays, 12 PM – 8 PM; Saturdays, 10 AM – 6 PM.
- Work schedule and location may change based on the needs of the Pride Center of Staten Island.
- Proof of vaccination against COVID-19 required.

APPLICATION PROCESS:

Applicants must submit a cover letter and a resume by email to smo-hr@pridecentersi.org or by mail to Pride Center of Staten Island, PO Box 50278, Staten Island, NY 10305.