

SUDBURY SENIOR CENTER JOB DESCRIPTION

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Job Description: Bridges Coordinator

Supervised by: Senior Center Director
Reports provided verbally at the beginning of each semester and following the close of each five-week Bridges series; statistical summary reports provided at the close of each series

General Statement of Duties: The Bridges program is a five-week series of intergenerational events in the Sudbury public schools using senior volunteers to help teach children about growing older and to debunk stereotypes of aging. The Bridges Coordinators serve as a communication link between the elementary schools, the Senior Center, and the Bridges Liaisons; recruit and train new Bridges volunteers; and organize the functioning of the Bridges programs in both the spring and fall semesters.

Specific responsibilities:

1. Work with the elementary school staff to identify dates, times, and places where Bridges will be held.
2. Recruit and train new seniors for participation in the Bridges program.
3. Ensure that there is a lead senior (Senior Liaison) in each class and work with this person to assign seniors to small groups of students.
4. Maintain ongoing contact with participating seniors, the Senior Center, and school personnel to resolve problems, and ensure good communication about scheduling and activities.
5. Coordinate activities related to the culminating field trip to the Senior Center, including dates, bus transportation for students, food and other “celebration” material, arrangement of the meeting rooms to accommodate special needs such as food allergies and disabilities.
6. Facilitate a feedback event with all the participating seniors to collect information on the semester’s activities.
7. Accept and process feedback forms from seniors and classroom teachers and provide an evaluative report to the Director of the Senior Center.

Qualifications

Acceptable CORI check, signed confidentiality agreement and conflict of interest policy.

Excellent interpersonal skills.

Ability to independently monitor, schedule and follow up with Bridges volunteers, classroom teachers, school administration and the Senior Center as needed.

Good organizational skills.

Ability to work cooperatively with seniors, teachers, and students.

Ability to solve problems with tact and diplomacy.

Ability to facilitate feedback and provide comprehensive summaries of program activities and feedback to the Director of the Senior Center.

Ability to interact with seniors with sensitivity, tact, and understanding.

Ability to respect and maintain confidentiality