



Windy Hill on the Campus
Senior Center
1472 Roth's Church Road, Suite 103,
Spring Grove, PA 17362

Employment Application

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit #

City State ZIP Code

Phone: Email

Date Available: Social Security No.: Desired Salary:\$

Position Applied for:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when?

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

High School: Address:

From: To: Did you graduate? YES NO Diploma:

College: Address:

From: To: Did you graduate? YES NO Degree:

Other: Address:

From: To: Did you graduate? YES NO Degree:

References

Please list three professional references.

Full Name: Relationship:

Company: Phone:

Address:

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

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Title: **Program Coordinator**
Reports to: Executive Director

Mission: To create a diverse and supportive community dedicated to lifelong learning, social interaction, and the well-being of its members.

Job Summary: The Program Coordinator is responsible for developing, coordinating, budgeting and implementing the daily programs, activities and events at the Senior Center. He/she shall support the mission, vision, and ongoing development of the organization.

Classification: Part-time – Non-Exempt

Job Responsibilities:

1. Active participation in daily programs and functions of the center.
2. Develop, coordinate, and implement Center activities, programs, special events and trips.
3. Coordinate programs and schedules for all contracted instructors and program presenters.
4. Create a monthly schedule of all special events and activities to be submitted to the Director.
5. Coordinate and participate in fund raising activities, special events and projects.
6. Plan and implement programs and activities to increase program and congregational meal participation.
7. Work with the Marketing Personnel to promote all events and activities, including monthly program information for newsletters.
8. Provide oversight of annual programming budget by maintaining records pertaining to program activities.
9. Demonstrate and enforce all center policies including member code of conduct.
10. Supervise volunteers who are assisting with events and activities.
11. Assist Director in recruiting, training, monitoring and evaluating volunteers.
12. Communicate programming changes to other staff members as changes arise.
13. Keep an accurate record of time worked on a timesheet submitted to the Director at the end of each pay period.
14. Provide support for all other staff positions in the event of absence or increased workload.
15. Any other responsibilities assigned by the Executive Director.

Salary and Benefits:

1. The Program Coordinator will be paid every two (2) weeks at the hourly salary approved by the board of directors. The salary will be reviewed each year before the end of the current fiscal year (July 1st - June 30th).
2. Work week is a maximum of 30 hours per week. Employee may be required to work additional hours in order to meet program goals and will be compensated at the 1 and ½ times of the regular hourly rate.
3. Voluntary participation in the company-matched Simple IRA retirement plan.

Qualifications:

1. Minimum high school diploma and appropriate work experience.
2. Excellent leadership and administrative skills.
3. Excellent verbal and written communication.
4. Problem solving skills.
5. Ability to work independently and as a member of a team while prioritizing work to meet deadlines.
6. Must be certified with a positive PA Criminal Background check.
7. Knowledge of the special needs and problems of the senior citizens in our community.
8. Knowledge of Microsoft Office suite including Word, Excel, Publisher, and social media.
9. Personal transportation and ability to travel within the community, if needed.
10. Ability to maintain confidentiality.

Working Conditions:

1. Standing, lifting (up to 20 pounds), walking
2. Requires the ability to set-up and take down tables and chairs in support of programs and activities.

Attributes:

1. Individual must exhibit enthusiasm, dependability, patience, initiative, and flexibility.
2. Individual must be able to work as a part of a team by working successfully with staff, volunteers and members.
3. Individual must be open-minded and be able to work with all elements of human diversity represented within our community.

Training:

1. Will attend training as it is offered in accordance with YCAAA contract.
2. Within 1 year, PA Department of Agriculture Food Safety Certification.
3. Within 1 year, CPR/AED and Basic First Aid Certification.

May, 2022
TLM