



PROGRAM COORDINATOR

AGING & FAMILY SERVICES

Are you interested in being part of a dynamic city where you can truly make an impact? Are you committed to meeting the needs of a growing senior population and providing a continuum of services to help seniors remain independent, safe and engaged? Then the City of Fremont's Aging and Family Services Division may be the place for you!



The first review of applications is Friday, January 11, 2019 at 12 Noon. Interested applicants are encouraged to apply as soon as possible.

ABOUT US

Centrally located and serving as the eastern anchor of the Bay Area and Silicon Valley, the City of Fremont (pop. 235,439) prides itself on being a vibrant and strategically urban community. Fremont has developed into a technological and advanced manufacturing power base that captures metropolitan living at its best. It is also one of the most ethnically and culturally diverse cities in the Bay Area.

Within its 90-square miles, Fremont boasts over 42 million square feet of office, R&D, manufacturing, and warehouse building space. It is home to a wide variety of innovative high tech, life science, and clean technology firms including Tesla Motors, Lam Research, Thermo Fisher Scientific, Redwood Systems, Boston Scientific, and Western Digital, among many others. The city's Innovation District is known as the hottest new address for start-ups. Over the last two years, companies in Fremont received more than \$400 million in venture funding according to PitchBook Data. Fremont is a City on the move!



The City of Fremont is also an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

THE POSITION

As a member of the Human Services Department assigned to the Aging and Family Services Division, the Program Coordinator will organize, coordinate and implement community wellness programs for older adults. The wellness programs include health promotion activities such as developing individualized wellness plans and group activities. The position works within a team that includes health promoters, nurses, social workers and mental health workers. The position also facilitates community partnerships to promote an age-friendly environment.

EXAMPLES OF DUTIES

- Serve as a member of a departmental team providing programs and services designed to improve the quality of life of City residents.
- Administer one or more program areas.
- Assume direct responsibility for program design and implementation.
- Oversee day-to-day program operations.
- Conduct meetings with community groups, employers, service providers and/or members of the community.
- Serve as liaison to citizen advisory bodies.
- Manage fee collections, record keeping and deposits.



- Develop and implement program market strategies including print media and public events.
- Coordinate programs with community service providers.
- Perform outreach/public-speaking activities to promote programs in the community.
- Maintain program documentation.
- Prepare written and statistical reports.
- Supervise service and/or clerical staff, interns and volunteers.
- Participate in meetings as required within department, senior center and city.
- Other duties as assigned.

EDUCATION & EXPERIENCE

Any combination of education and/or experience that has provided the knowledge and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and abilities would include: Bachelor's Degree or equivalent from an accredited college or university in recreation, social services, or a related field and one year of experience in programs for youth, elderly, or families; **OR** Two years of undergraduate school at an accredited college or university with course work in recreation, social services, or a related field and three years of experience in programs for youth, elderly, or families; **OR** Training and experience equivalent to five years of municipal community services employment in programming for youth, elderly, or families. Two years supervisory experience is desirable.

A Master's Degree is highly desirable.

Possession of currently valid CPR and AED certifications are highly desirable.

IDEAL CANDIDATE

The ideal candidate will have experience in programs serving adults 55 and older and will possess the following:

- Experience with starting new community programs including program design and implementation, effective outreach and marketing efforts, documentation of program impact, and writing reports.
- Ability to work independently and offsite from supervisor.
- Excellent organization, multi-tasking and problem-solving skills.
- Knowledge of older adults' common concerns and challenges, as well as strengths.
- Knowledge of older adult system of care and common referral sources.
- Experience in a public sector Human Services Department .

- Three years of working directly with seniors and coordinating with senior service providers.
- Ability to maintain effective, respectful working relationships with older adults and community partners.
- Experience working in a fast paced environment.
- A positive customer service attitude.
- Experience working with diverse communities.

COMPENSATION & BENEFITS

The annual salary is \$72,534—\$88,142 depending on qualifications.

The City of Fremont offers an excellent benefits package. A complete benefits summary can be found at www.Fremont.gov or by using this link: [Benefits Summary](#)

This position is represented by the City of Fremont Employee Association (CFEA) and has a probationary period of twelve (12) months.

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application, resume and cover letter through our online application system: [City Jobs](#) Applications submitted without a resume and/or cover letter may not be considered.

The process may include individual and/or panel interviews, written exercise, background investigation, fingerprint check, medical evaluation, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. **Meeting the minimum qualifications does not guarantee an invitation to participate in the process.**

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

Human Resources Department

3300 Capitol Ave., Bldg. B

Fremont, CA 94538



Recruitment Schedule

- 1st Review of Applications: Noon—January 11, 2019
- Oral Board Interviews: Week of January 21, 2019
- Departmental Interviews: Week of January 28, 2019

PROGRAM COORDINATOR - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Program Coordinator position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Program Coordinator position. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. How many years of professional experience do you have in organizing, coordinating and implementing community programs for seniors 55 and older?

- ☐ None
- ☐ Less than 1 year
- ☐ 1 year to less than 2 years
- ☐ 2 years to less than 3 years
- ☐ 3 years to less than 4 years
- ☐ 4 years to less than 5 years
- ☐ 5 years to less than 6 years
- ☐ 6 years or more

2. How many years of professional experience do you have working in the operations of a municipal community services facility?

- ☐ None
- ☐ Less than 1 year
- ☐ 1 year to less than 2 years
- ☐ 2 years to less than 3 years
- ☐ 3 years to less than 4 years
- ☐ 4 years to less than 5 years
- ☐ 5 years to less than 6 years
- ☐ 6 years or more

3. What is your highest level of education?

- ☐ High school diploma or GED
- ☐ Some college
- ☐ AA degree

- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctorate

4. Do you have experience in giving presentations? If yes, please give a few examples.

5. Do you possess a currently valid CPR certification?

- ☐ Yes
- ☐ No

6. Do you possess a currently valid AED certification?

- ☐ Yes
- ☐ No

7. Describe your professional experience working with adults 55 and older. Please include the name(s) and type(s) of organization(s) (municipality, non-profit, etc.), and describe your roles and responsibilities.

8. Why do you want to work with seniors? What are the rewards and challenges in working with an older population? How do you meet the challenges?