

**Job Title: Adult Learning Coordinator (On-Site)**  
**Supervisor: Site Director, Lifelong Learning Center**  
**Job Status: Non-Exempt/Full Time**  
**Job Hours: 35 hours per week, Tuesday- Saturday 9:00am-5:00pm**  
**Location: Midtown Manhattan**

**About Encore:** How have you impacted someone's life today? At Encore Community Services, our teams are dedicated to supporting the lives of older New Yorkers so that they may live with dignity and decency in a safe and caring environment. For over 40 years, Encore Community Services has provided care to the elderly of the Clinton, Times Square, and Midtown communities. Encore provides a comprehensive array of programs for older New Yorkers including supportive and affordable housing, home delivered and sit down meals, case assistance, education, recreation, and friendly visiting. The organization takes a "no wrong door approach" to ensure Seniors are able to access all of their neighborhood and other entitled resources so they may age in place comfortably for as long as possible. Encore is at an exciting inflection point in its development. The organization is working to build off a rich history to deepen its services and scale the work of giving back to seniors. Encore is keenly aware that the demographics of Older New Yorkers is rapidly evolving. Therefore, Encore must also evolve to ensure the health, mental health, and economic stability of New York's diverse and vibrant senior community.

**Position Description:** The Adult Learning Coordinator (ALC) collaborates with internal and external community stakeholders to develop and implement a series of learning programs and resources/toolkits designed to engage older adults from diverse communities. The ALC has primary responsibility for both developing stand-alone programs that achieve these goals, and working with staff across the organization to promote, and support, the engagement of older adults. The ALC draws on and builds connections to current best practices in older adult learning. The ALC is responsible for collaborating with internal and external stakeholders to increase community engagement initiatives including assisting with community festivals, outreach, outings.

### **Job Responsibilities**

#### ***Adult Learning Program Coordination:***

- Implement community engagement programs/events, and develop a shared responsibility in creating a welcoming space for engaging our community across departments.
- Ensure the safety and security of program supplies computer equipment.
- Coordinate, organize, implement and maintain Encore's Lifelong Learning programming activities, events and outings.
- Develop user-friendly, age-appropriate and culturally responsive curriculum or activity guides for publication and dissemination.
- Ensure all the required staff and materials are available for all activities, a room or space is reserved for the event and any related promotional materials are developed and distributed in advance.

- Ensure that job responsibilities are executed in accordance with Encore's Administrative policies and compliance/ethics guidelines.
- Developing groups and programs in consideration of the needs, abilities, and interests of the participants.
- Offer a variety of formats, including small group, one-on-one, and large group, and take into consideration the multigenerational and multilingual needs of older adults in the program.
- Research new ideas for programs and activities, taking into consideration participants' suggestions.
- Initiate and plan the monthly calendar in conjunction with the Site Director; communicate effectively with the Wellness team to initiate daily programs and activities.
- Assists with transporting and/or escorting program participants to, from and within the program, and on external trips.
- Demonstrate a positive, professional appearance and attitude, sensitivity to participants' issues and feelings, and excellent communication skills.
- Plan and execute activities for the elderly, including outings in the community, Lifelong Learning programs in the facility, and for any special events, setting up rooms for activities and events, overseeing the older adults to ensure the residents are safe and following the rules and instructions, training other activities workers and promoting the center's offerings.
- Develop appropriate communications and instructions to ensure members understand the expectations.

***Oversee Support Staff:***

- Manage Learning Center in supervisors' absence.
- Assist with overseeing the Senior Center Liaison, Social Case Worker, Volunteers, Meal Deliverer and volunteers working activities and events.
- Assist in training the staff, creating teams or groups to work certain events or programs, and supervising them during the event to ensure they follow all directions and protocols.

***Administration:***

- Order materials and supplies as needed, maintaining accurate inventory.
- Complete all required paperwork in a timely manner to support programming, administration, monitoring and evaluation, including weekly session reports
- Recruit per diem instructors and volunteers to lead activities and sessions including developing contracts.
- Maintain and input accurate information and data in appropriate databases about members, schedules and volunteers for tracking and program evaluation.
- Maintain appropriate files and records.
- Complete member enrollment for new seniors.
- Other duties as assigned

**Qualifications:**

- Associates Degree in the Arts/Music/ Theater, Education or relevant experience
- Flexible scheduling to participate in events outside the workday schedule and must be available to work occasional evenings and weekends, as needed.
- Ability to effectively communicate and actively listen with internal and external stakeholders including partners, program participants, supervisors and other team members
- High Energy **BIG** Personality
- Strong organization and administrative skills
- Proven experience with effective classroom management strategies and cultural competency
- At least 2 years' experience with basic software, i.e. word processing, spreadsheets, databases, and graphics.
- Experience and interest in working with diverse populations.
- Knowledge of event planning practices and techniques
- Public speaking experience
- Knowledge of marketing and promotional practices
- Physically able to perform duties such as standing for long periods, squatting, bending and lifting heavy objects
- Applicants must have the ability to work with minimal supervision, be **highly detail-oriented**, diligent, able to adapt easily to change, and able to work in a high-paced environment
- Excellent communication skills (written and oral); strong organizational skills.
- Proficiency in Microsoft Excel, Work PowerPoint and Outlook.
- Must demonstrate a positive, professional appearance and attitude, sensitivity to participants' issues and feelings, and excellent communication skills.

To Apply email Resume and Cover Letter to [jobs@encorenyc.org](mailto:jobs@encorenyc.org). In the subject line, please indicate "Adult Learning Coordinator"

***Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls please. Encore Community Services is an equal opportunity employer and does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.***

***All new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by Encore Community Services.***