



**Sylvania Community Services** has a rewarding position available for a Programs and Services Coordinator position with **Sylvania Senior Center**. Join our team of professionals committed to delivering high-quality services and broadening program offerings to enrich the lives of older adults 55 and older in the community.

**Agency:** Sylvania Community Services

**Job Title:** Programs and Services Coordinator

**Job Location:** Sylvania Senior Center

**Employment Type:** Full-time 37.5 hours

**Job Description Summary:** The Program and Services Coordinator is responsible for implementing educational, recreational, social, and supportive programs and services that enhance the health and well-being of older adults in the community. The Programs and Services Coordinator collaborates with other members of the Program Staff and community partners to promote and deliver programs, social functions, tours, and other activities and services to enrich the lives of community residents 55+ years and older.

**Hours:** 37.5 hours/ 8:00 am – 4:30 pm; must be available to work occasional evenings and weekends

**Pay Rate:** Negotiable

**Benefits:** Vacation, sick and personal time; FREE Child Care for age 3+ at Sylvania Child Care sites.

**Requirements:** Bachelor's degree in a related field. Minimum of 3-years of experience working with older adults; program experience required.

**Hiring Agency:** Sylvania Community Services is a non-profit agency that has been in operation for 45 years. Sylvania Senior Center, a program of Sylvania Community Services, is accredited by the National Institute of Senior Centers. Our state-of-the-art, ADA-accessible facility is open to all adults 55+. In addition to Sylvania Senior Center, Sylvania Community Services also operates Sylvania Child Care.

**Submit your resume to:** [sdominigo@scsonline.org](mailto:sdominigo@scsonline.org)

**To learn more about the position, please contact:** Sarah Domingo at Sylvania Community Services Administrative Offices – 419-885-4126.