

The North Ottawa County Council on Aging is a multi-service nonprofit agency with the mission to promote the vitality, independence and well-being of older adults in the North Ottawa community by providing needed services, information, recreation and life-long learning.

Masterpiece Living Lifestyle Coordinator

Job Description

Lifestyle Coordinators help identify the skills and capabilities that are within the older adult, and enable them to use these capabilities to the best of their ability to meet personal physical, social, spiritual and life-long learning goals.

The Lifestyle Coordinator is the focal point/resource for the whole-person, whole-community Masterpiece Living initiative and pilot. This individual is responsible for coordination of all internal and external efforts to facilitate the positive opportunities associated with the transitions of aging physically, spiritually, socially and intellectually. Please refer to www.mymasterpieceliving.com for program philosophy that guides this position.

KEY RESPONSIBILITIES:

Client Services

Meet with new Center members to introduce concept of Masterpiece Living.

Engage in discovery through interaction with client to determine their goals and aspirations.

Facilitate assessment of the client to assist with the building of a plan that reflects their personal interests and goals.

Demonstrate excellent, resourceful performance by connecting clients to agency and community-based resources.

Responsible for managing a diverse and full schedule of fitness opportunities as agency resources permit including recruitment and retention of instructors and daily scheduling of fitness opportunities.

Program Administration

Assist with training of staff and volunteers in the Masterpiece Living program.

Work with management to ensure effective and successful community implementation, promotion and maintenance goals.

Facilitate property timely administration, documentation, reporting and analysis and feedback of Masterpiece Living resident reviews.

Work as a peer team with the Activity Center Director to coordinate, schedule and consult on events, programs, fitness schedules and outings that support the physical, intellectual, social and spiritual dimensions of successful aging.

Develop and manage departmental inventories, contracts, expenditures and purchases within the budget parameters as approved by the Board of Directors annually.

Community Outreach

Act as program ambassador with staff and public.

Represent NOCCOA and promote Masterpiece Living at events including senior lunches, agency fairs, association and community meetings, and other opportunities as identified.

Collaborate with marketing efforts and contractors to best position and promote the Masterpiece Living initiative to the community.

Qualifications

Bachelor's degree or associates with at least two years experience in fitness, healthcare, or related field.

Must possess program planning and executing experience.

Basic knowledge of wellness and the components of healthy aging as it relates to older adults.

Experience in assessment to identify a client's needs and/or interests.

Demonstrated experience in scheduling and working with contracted specialists/instructors.

Resourceful and possesses good judgment, with an emphasis on quality and attention to detail.

Enthusiastic, nurturing and energetic in approaching their profession and relationships with older adults.

Ability to work independently in prioritizing tasks and executing them in a timely manner.

POSITION REPORTS TO:

NOCCOA Assistant Director

Masterpiece Living Regional Representative

POSITION STATUS:

Part Time, 32 hours per week

Non-exempt hourly