



JOB DESCRIPTION

12.1.21

Position: Senior Lifestyle Coordinator

Reports To: Angie Smith, Executive Director

Our Mission: We serve people to glorify God and see lives transformed in loving obedience to James 1:27

Our Purpose: Mission 1:27 builds meaningful experiences and encourages connections that develop individuals, strengthen relationships, and families, and reveal life-changing hope and truth through the Gospel.

Position Summary: Leads senior adult programs for Mission 1:27 and acts as Senior Lifestyle Coordinator for senior adult residents. This position works to develop and foster community partnerships that enhance our programs in order to realize the organization's consistent achievement of its mission outreach objectives.

Legacy Programs – These fun-filled and informative programs provide social, educational, and cultural activities and outings for senior adults 55 and up.

Vision for Legacy Centers:

Strengthen and enhance resident experiences by creating a place where residents thrive by targeting:

- ***Healthy Relationships*** ***(Helping residents get to know each other and get connected)***
- ***Rich Experiences*** ***(quality events – on site and in the community at large)***
- ***Feeling Valued*** ***(Volunteering; they are important!)***
- ***Emotional Health*** ***(Connecting residents to resources/contacts & visits when sick or in need)***

RESPONSIBILITIES OF SENIOR LIFESTYLE COORDINATOR:

- Coordinate and maintain standards of excellence for all programs
- Identify new partnership opportunities and build on existing partnerships to achieve the maximum potential for providing programs to residents and to develop new programs.
- Work in coordination with the Chaplain to help identify and assist with special needs of senior adults.
- Create fresh approaches to improving community living through enriched community outreach events and programs.
- Keep Mission 1:27 Executive Director and Walton Community Manager informed about what is happening in programs and ensure they are notified immediately in the event of an emergency
- Maintain Legacy Center office hours so that you are available to residents during the day.
- Engage residents and encourage participation in events and social activities.
- Make phone calls to residents to check in on them regularly.
- Be knowledgeable of community resources for senior adults in order to connect residents who have needs.

- Be the hospitality coordinator for your community, creatively planning activities and events (plan a variety of activities in order to appeal to a wide range of residents – themed big events, games, health and fitness, day trips, wellness and legal seminars, card games, informative seminars on Medicare, etc.)
- In order to be in compliance, we must plan informational/educational seminars regularly. Plan seminars by reaching out to other organizations in the community (Dept. of Aging, Health Dept., Senior Services, hospitals, etc. and in collaboration with fellow Legacy teammates).
- Work on partnerships in the community at large to encourage volunteers who can add value to the program.
- Meet at least once per month with Walton’s Community Manager to brainstorm ideas and to get final approval for events being planned.
- Prepare monthly calendar of events. Publish 60 days prior to event date.
- Plan one “big event” per month (a theme party gathering). Encourage Walton Communities staff members to attend.
- Promote events by preparing flyers/reminders, sending email blasts, etc.
- Take photos and send to marketing director regularly (at least once/month minimum) for use in social media.
- Call or make in-home visits to sick residents.
- Call and visit all new residents within 30 days of move-in.
- Plan monthly Birthday Breakfast or some other birthday celebration if gathering together is not possible.
- Chair a Resident Volunteer Committee to encourage and promote resident involvement in the community. Identify residents who might be host to some resident-led events.
- Prepare event attendance reports and submit to administrative director monthly.
- Be a Mission 1:27 ambassador and promote the vision to residents and guests.
- Follow all Mission 1:27 and Walton Communities policies and procedures.

Education and Certifications:

- A Bachelor’s Degree is preferred.

Qualifications:

- Meaningful and extensive experience in ministry
- Multi-cultural competence and experience
- Ministry experience working with senior adults
- Poverty informed
- Highly competent and organized in managing multiple priorities and projects
- Excellent interpersonal and communications skills
- Demonstrated history of creativity and innovation
- Agree to Mission 1:27’s Statement of Faith and Qualification for Leadership / actively living a lifestyle in agreement with these standards
- Agreement and strong support with Organization’s Basics and Service Standards
- Computer skills to include Microsoft Word, Excel, Outlook (Publisher a plus)
- Experience in and a flair for hosting events/entertaining large groups with excellence

Core Competencies:

- Values-Driven – Ethics, Integrity, Belief
- Servant Heart – Passion for helping others
- Adaptable – Embraces change, Accepts direction from leaders, Flexibility

- Organized – Attention to detail, Creates order
- Results-Oriented – Driven, Resourceful, Motivated, Focused, Mission-minded, Intelligent
- Relationship-Building – Approachable, Listens, Connects with people at all levels
- Compassion – Caring
- Commitment – Excellence, Details, Loyalty, Consistency, Strong work ethic
- Investment in Others – Service-oriented, Team-minded
- Problem-Solver – Analytical, Initiative, Follow-through, Industrious, Courageous
- Team-Player – Collaborator, Selfless, Other-oriented, Energized by working with others