



Program Services Specialist Job Description

Reports To:	Direct of Program Services
Category:	Fulltime
FLSA Status:	Non-Exempt
Salary Range:	\$56,000 - \$60,000
Approved Date:	September 2022

Education and Experience

Bachelor's degree in health, recreation, or social work preferred. Experience in activity planning with large groups, managing volunteers, and marketing programs highly desirable.

Position Summary

This position develops, markets, and manages the delivery of evidence-based wellness classes to include A Matter of Balance, Walk with Ease and the Walk with a Doc and Siegel Arts Programs. The Walk with a Doc and Siegel Arts program are new, requiring both creation and implementation.

Primary Responsibilities

Program Administration

- Develops and administers the Plan of Work and budget for assigned programs.
- Oversees the collection and recording of data and assists with program reporting.
- Oversees the scheduling, logistics, and volunteers for assigned programs.
- Participates in community presentations, service fairs and events.
- Purchases program supplies in accordance with budget and assists with securing retention incentives.
- Assists with teaching classes in areas of certification as requested.

Siegel Arts Program

- Develops, implements, and evaluates the Siegel Arts program to include the Creativity Lab, Senior Trips, and Intergenerational Activities.
- Develops relationships with arts organizations and performance venues throughout the Metroplex.

Walk with a Doc/Walk with Ease Programs

- Develops, implements, and evaluates the walking programs at local parks.
- Recruits and prepares medical professionals for monthly health and wellness presentations.
- Hires, supervises and supports neighborhood walk organizers.

Job Knowledge Specifications, Skills, and Abilities

- Experience with program planning and logistics management, particularly with large groups.
- Ability to develop and manage a work plan and budget.
- Strong interpersonal and communication skills with the ability to facilitate groups, direct the work of volunteers, and provide excellent customer service.
- Self-directed with the ability to analyze, organize and prioritize work while meeting multiple deadlines.
- Professional experience or personal interest in art projects such as 3-D printing, papercrafts, and woodworking.

Sixty & Better provides a continuum of services to support older adults in remaining healthy, active, and engaged in their communities. With the primary focus on health and wellness and increased community reengagement, Sixty & Better services are delivered directly to seniors where they live, work, gather, and worship. Sites may include senior communities, independent living and care facilities, senior centers, libraries, and places of worship.

Programs, managed by staff, contracted wellness trainers, college interns and volunteers, are delivered throughout Tarrant County with priority given to zip codes identified as underserved and under-resourced for older adults.