



## Los Abuelos Program Coordinator

### Job Description

Department:	Life Empowerment Department
Reports to:	Life Empowerment Director
Supervises:	N/A
Grade:	9
FLSA Status:	FT Exempt
Effective Date:	March 2024

### Job Summary

The Los Abuelos Program Coordinator supports the Los Abuelos program in the Wilmington area, which aims to assist Latino/Hispanic seniors with accessing information and services needed for an improved quality of life. This position is responsible for coordinating educational and recreational activities, outreach, recruitment, and advocacy services.

### Essential Functions

- Maintain program participation by conducting outreach and recruitment activities of program participants.
- Coordinate educational sessions, recreational activities and various other services, such as Bingo, Crafting, Celebrations/Parties, etc.
- Improve quality of program support services by researching, identifying and obtaining additional resources.
- Provide care for seniors with services and activities, such as YMCA Diabetes Prevention Program, Delaware Food Bank, etc.
- Contribute to program success by networking with other agencies to increase access to various services.
- Produce monthly reports to monitor and communicate program results.
- Give Los Abuelos participants a satisfaction survey at least every three months to determine how the program is meeting their expectations and what they would like to see in future programming.
- Perform other duties or special projects as required or as assigned.

### Knowledge, Skills and Abilities

- Bilingual/Bicultural in Spanish/English.
- Excellent organizational skills and use of resources.
- Computer literate (Word, PowerPoint, Excel, Outlook).
- Possess valid driver's license, own transportation, and auto liability insurance.
- Willingness to work flexible hours when needed.



## Qualifications

**Education:** Associate's Degree

**Field of study:** Social Work, Human Services or related field.

**Work Experience:** 1 - 2 years

**Licenses Required:** None

Physical and Environmental Job Requirements	Amount of time			
	Rarely	Occasionally	Frequently	Constantly
<b>Physical Requirements</b>				
<b>Sitting</b> - required to sit for extended periods of time without being able to leave the work area		X		
<b>Standing</b> - required to remain on feet in an upright position for continuous periods of time without being able to leave the work area.		X		
<b>Walking</b> - required to walk considerable distances in the facility during the course of work.		X		
<b>Lifting</b> - required to raise or lower objects from one level to another regularly.				
Up to 10 pounds		X		
11 to 20 pounds		X		
21 to 30 pounds		X		
31 to 50 pounds	X			
51 to 75 pounds (team lifting as appropriate)	X			
76 to 100 pounds (team lifting required)	X			
<b>Carrying</b> - required to carry objects in arms or on the shoulder.	X			
<b>Pushing</b> - required to exert force up to ___ lbs so that an object can be moved away.	X			
<b>Pulling</b> - required to exert force up to ___ lbs so that an object can be moved towards employee.	X			
<b>Climbing</b> - required to climb and work in overhead areas.	X			
<b>Balancing</b> - required to move between objects or work in overhead areas.	X			
<b>Stooping</b> - required to bend forward by bending at the waist.	X			
<b>Kneeling</b> - required to move or support self on knees.	X			
<b>Crouching</b> - required to bend the legs or spine.	X			
<b>Crawling</b> - required to work in confined space and move about on hands and knees.	X			
<b>Reaching</b> - required to use hands and arms to reach for or place objects.	X			
<b>Feeling</b> - required to discriminate between varying textures.	X			
<b>Grasping</b> - required to pick up objects with fingers.	X			
<b>Substantial Movements</b> - required to perform substantial movement (motions) of the wrists, hands, and/or fingers.	X			
<b>Eye, Hand, Foot Coordination</b> - required to coordinate the eyes, hands, feet with each other in response to visual stimuli.	X			
<b>Motor Coordination Skills</b> - required to coordinate eyes, hands and fingers rapidly and accurately and handle precise movements.	X			



Physical and Environmental Job Requirements	Amount of time			
	Rarely	Occasionally	Frequently	Constantly
<b>Color Determination</b> – required to identify colors through vision.	X			
<b>Near Acuity</b> – required close, clear vision with or without correction.	X			
<b>Depth Perception</b> – required to distinguish depth.	X			
<b>Tasting</b> – required to distinguish differences in quality of flavors using the tongue.	X			
<b>Smelling</b> – required to distinguish differences in quality or type of odors using the nose.	X			
<b>Workplace Environmental Conditions</b>				
<b>Noise Conditions</b> – exposed to sound levels sufficient enough to cause hearing loss or fatigue	X			
<b>Extreme Heat</b> – exposed to high temperatures that result in significant body discomfort.	X			
<b>Extreme Cold</b> – exposed to low temperatures that result in significant body discomfort.	X			
<b>Vibration</b> – exposed to repetitive vibrations.	X			
<b>Atmospheric Exposures</b> – exposed to dusts, fumes, vapors or mists that could affect health.				
<b>Other</b>				
<b>Define -</b>				
<b>Define -</b>				
<b>Define -</b>				

### Other Requirements

**Manager's Approval:**

**President/CEO's Approval:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

**Employee's Acknowledgement:**

I have received, reviewed and fully understand the job description for Los Abuelos Program Coordinator. I further understand that I am responsible for the satisfactory execution of all duties identified therein, under any and all conditions as described. I acknowledge LACC's right to amend, change, and alter my actual job duties as well as update this job description as needed.

\_\_\_\_\_  
Signature Date

*The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of LACC*