

# **Fulmont Community Action Agency Job Description**

**JOB TITLE:** Center Coordinator  
**DEPARTMENT:** Community Services  
**REPORTS TO:** Community Services Mgr./Deputy Executive Director  
**FLSA STATUS:** Non Exempt  
**PREPARED BY:** Ann Black  
**PREPARED DATE:** October 11, 2023  
**APPROVED BY:** Denis E. Wilson, Sr.  
**APPROVAL DATE:** October 11 2023

## **SUMMARY**

Responsible for day to day operations and activities/maintenance of agency outreach center.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Assists agency customers with information and application process for various programs and services.

Maintains accurate customer records, enters records into agency's database.

Prepares and distributes food and clothing items.

Orders, and shops for food supplies and other items necessary for the center maintenance.

Maintains an organized, safe, and welcoming center environment.

Become certified and prepare tax returns for eligible customers.

Must have reliable transportation in order to travel to different CSBG sites and pick up donations if necessary.

Maintains appropriate fiscal and programmatic records for the agency's respective petty cash account and Advisory Council bank account.

Attends monthly Advisory Council meetings.

Performs various projects and center activities as directed by the center's Advisory Council.

Prepares and submits monthly and annual reports detailing center activities to the Community Service Manager/Director.

Ability to attract, motivate, and coordinate volunteers.

Ability to operate a motor vehicle or agency box truck.

Adhere to all agency safety policies, as well as any other State, Federal, or other applicable regulations.

Performs other duties as directed.

### **SUPERVISORY RESPONSIBILITIES**

None.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High School diploma or general education degree (GED) and 3 to 6 months related experience. A degree in Human Services or related field or other related training or education preferred, or equivalent combination of education and experience a plus but not required.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current and valid driver's license.

### **OTHER SKILLS AND ABILITIES**

Ability to use calculator. Basic computer knowledge. Must possess excellent interpersonal skills as well as good written skills.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to use their hands and fingers to handle items, stoop, kneel, crouch, and/or crawl. The employee must frequently lift and/or move up to 10 pounds, and occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**SIGNATURE AUTHORITY**

Can only sign for delivery of supplies and food only.