



Vivalon promotes the independence and well-being of older adults in Marin County. Vivalon is an equal-opportunity employer and actively encourages applicants from diverse backgrounds to apply. We do not discriminate on the basis of age, race, gender, sexual and or ethnic identity.

Job Title: Program Lead

Department: Healthy Aging Services

Job Status: Full-Time,
Nonexempt

Reports To: Healthy Aging
Programs Manager

Comp Status: _____

Summary: The Program Lead supports the overall goal of offering a variety of programs, presentations, and workshops that meet the needs of older adults and provide community connection. With support from the Healthy Aging Programs Manager, the Program Lead works closely with other team members and organizations in the planning and implementation of current and new programs/activities offered to participants. The Program Lead shall adhere to the Core Values of Vivalon and promote Vivalon’s mission in the community.

Essential Functions:

- Teach Falls Prevention classes and lead workshops at the Healthy Aging Center
- Coordinate offsite Falls Prevention classes and workshops
- Recruit, train and coordinate volunteers and other instructors to deliver classes and workshops
- Coordinate health and wellness classes and workshops and support the facilitators delivering them at the Healthy Aging Center
- Plan and schedule classes and workshops in partnership with Programs Manager on a monthly basis for the newsletter, website, and other communication and outreach channels
- Perform outreach to promote programs and sign-up participants including partnerships with other local agencies to reach their communities
- Contribute to set-up and break-down for classes and workshops at Healthy Aging Center
- Manage procurement and distribution of required materials and supplies for classes and workshops
- Interview and evaluate instructors and guest speakers with support from Programs Manager
- Work with Guest Services Team to record daily class participation for accurate data entry
- Gather feedback and compile data as needed and prepare reports with Programs Manager and as required by evidence-based programming and funding requirements

- Additional responsibilities as assigned

Qualifications:

- Background in training and facilitation and a desire to work with older adults
- Experience in event planning, organizing, and promotion
- Knowledge of principles and methods used in organizing, conducting, supervising, and measuring programs and activities
- Experience with performing data collection and reporting with high attention to detail and accuracy.
- Knowledgeable in safety practices and procedures
- Ability to meet deadlines, employ strong organizational skills and juggle multiple priorities
- Ability to work independently, with receptivity to feedback, and as part of a team
- Excellent oral and written communication and interpersonal skills
- Proficiency in Microsoft applications
- Must have a working vehicle
- Bi-lingual in Spanish preferred

Physical Factors (environment, lifting):

Frequent use of PC and multiple software programs in a seated position, seeing, hearing, speaking, carrying, squatting, reaching, pushing, and pulling. Ability to lift and carry up to 25 lbs.

Working Conditions (shifts, OT):

Daily reporting hours and days of the week vary according to the business needs of the department.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee.

Employee Signature

Date

Supervisor Signature

Date

**Human Resources
 Signature**

Date