

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: April 16, 2026

SUBJECT: Senior Center Program Coordinator – Community Development Division/Senior Center

Community Development Division Director Jim O’Keefe and Community Development Manager Yolanda Shelton-Morris are requesting the addition of two 0.75 FTE limited-term positions to support a neighborhood-based older adult pilot program initiative with the Madison Senior Center. These positions will perform professional work in the development, promotion, coordination, implementation, management, and evaluation of services, programs and activities for older adults at neighborhood-based community centers. Upon reviewing the submitted position description, I recommend the positions be created as Senior Center Program Coordinators (CG18, Range 4) due to the nature of the work described.

The Community Development Division was recently awarded a grant of up to \$750,000 from the Oscar Rennebohm Foundation to help fund a four-year Neighborhood-based Older Adult Pilot Program. The grant includes funding for two new limited term positions that will perform similar work to the current Senior Center Program Coordinators however their efforts will expand beyond the Madison Senior Center and directly into neighborhoods to meet their specific needs. The Senior Center Program Coordinator class spec describes:

...responsible professional and administrative work in the **development, promotion, coordination, implementation, management, and evaluation of Madison Senior Center services, programs and activities**. The work involves responsibility for **identifying needs, coordinating program development, and developing and maintaining community relations and marketing activities** including newsletter, radio, and cable television program production. Under general supervision of the Senior Center Director, work involves the exercise of independent judgment and initiative in management of programs and activities of the Senior Center. [emphasis added]

The responsibilities of these positions will include the following:

- Conduct community outreach and engagement;
- Assess interests and needs;
- Develop and coordinate programs;
- Collaborate with community partners and organizations;
- Evaluate program effectiveness.

The expansion of this work beyond the Madison Senior Center cannot be managed by the existing Senior Center Program Coordinators due to their capacity and workload constraints. As such, additional staff is necessary to implement the pilot program.

As the Senior Center Program Coordinator classification already exists in the City’s classification scheme, creation of these positions within the Community Development Division operating budget may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I recommend

creation of two 0.75 FTE limited term Senior Center Program Coordinator positions (CG18, Range 4), which will be eligible for benefits, within the Community Development Division operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2026 Annual Minimum (Step 1)	2026 Annual Maximum (Step 5)	2026 Annual Maximum +12% longevity
18/04	\$68,689	\$79,210	\$88,715

cc: Jim O'Keefe – Community Development Division Director  
Yolanda Shelton-Morris - Community Development Manager