

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: November 16, 2023

SUBJECT: Senior Center Volunteer Coordinator – Community Development Division

The Human Resources Department received a request from Community Development Director Jim O’Keefe and Community Resources Manager Yolanda Shelton-Morris on October 9, 2023 to study the vacant 1.0 FTE position #849 of Senior Center Volunteer Coordinator (CG 20, Range 12). Upon reviewing the updated and prior position descriptions, the current class specification and other related class specifications, and conducting an interview with Yolanda, I recommend position #849 be recreated as a Senior Center Program Coordinator in CG18, Range 4.

Position #849 became vacant in June 2023 and as a result, was re-evaluated to determine the most appropriate classification to meet the needs at the Madison Senior Center. It was determined that an additional Senior Center Program Coordinator would provide the best opportunity to align with their mission of providing “opportunities for older adults to engage in healthy living education and activities in a relevant and inclusive community” through identification, creation and implementation of programs, events and services that support older adults and healthy aging. The Senior Center Program Coordinator classification 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]

There is currently one other Senior Center Program Coordinator at the Senior Center, however with the aging population in the Madison area, the growing needs of the community, and the need to reach other populations not previously served, it is necessary to expand programming and outreach efforts. This position will perform similar work as the other position and provide more opportunity for partnerships and collaboration with external entities to bring additional programs and services to older adults. As part of the Senior Center’s evaluation of programming and services, one initiative is to expand programming by meeting participants where they are in the community, rather than only providing events and services at the downtown Senior Center location. Program coordination/development and community education/engagement will be the primary focuses of this position, but it will continue to retain some responsibility for service and volunteer coordination/administration.

Based on the proposed job responsibilities of the position, I recommend recreating position #849 as a Senior Center Program Coordinator. As the Senior Center Program Coordinator classification already exists in the City's classification scheme, recreation of a Senior Center Program Coordinator position within the Community Development Division operating budget may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I recommend recreation of the 1.0 FTE Senior Center Volunteer Coordinator position #849 in CG20, Range 9 as a Senior Center Program Coordinator, CG18, Range 4, within the permanent salary detail of the Community Development Division operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% longevity)
20/12	\$54,664	\$61,302	\$68,658
18/4	\$61,035	\$70,384	\$78,830

cc: Jim O'Keefe – Community Development Director  
Yolanda Shelton-Morris - Community Resources Manager  
Kurt Rose - Employee and Labor Relations Manager  
Rick Marx - Employee Association Representative