

# OUTREACH AND TRAINING COORDINATOR

## DEFINITION

Under direction, coordinates a program of outreach services to older adults throughout Dane County; conducts orientation and training activities which support the outreach program; develops information and referral resources; provides county-wide special events for senior citizen participation and performs related tasks as required.

## EXAMPLES OF DUTIES

Based on identified needs and interests of older persons; works with sponsoring groups and organizations which support the implementation and expansion of the outreach network throughout Dane County; collects, analyzes and maintains current data and demographic information related to outreach services; monitors and assesses services provided by organizations receiving grants from county funds for outreach purposes; develops and maintains contacts with appropriate community organizations and individuals which are related to outreach services; designs and conducts leadership training experiences for present and potential outreach workers; mobilizes efforts to involve volunteers in outreach network development; assembles material for newsletter, prepares copy for printing and arranges for mailing; initiates planning process and performs appropriate roles for county-wide special events which may be provided in cooperation with other organizations; provides staff leadership to committees responsible for outreach development; information and referral resources.

## EMPLOYMENT STANDARDS

Education and Experience: Requires any combination of training and experience equivalent to a bachelor's degree in a social science and a minimum of 18 months of professional working experience with older adults in a planning or direct services capacity. Experience in training, community organization and/or the development of outreach services is desirable.

Knowledges and Abilities: Understanding of the concerns, needs and interests of the aging population and ability to work directly with older persons. Knowledge of community organizations and agencies which address the needs of older persons and the process by which their services are determined and delivered, Ability to function as an innovator, stimulator and facilitator. Capacity to act as resource to groups and organizations in the development of outreach services. Ability to provide orientation and training activities. Knowledge of data collection and analysis methodologies. Ability to evaluate services to older adults and ability to write and present information orally to groups.