

BIRMINGHAM PUBLIC SCHOOLS
BIRMINGHAM, MICHIGAN

VACANCY ANOUNCEMENT
BASCC* COORDINATOR

*Birmingham Area Seniors Coordinating Council

Applications are being accepted for the position of Coordinator of the Birmingham Area Seniors Coordinating Council for a 12-month work year, 30 hours per week. Benefits not applicable. The position is available February 1, 2010 with an effective date to allow for proper transition of personnel.

BASCC MISSION STATEMENT:

The mission of the Birmingham Area Seniors Coordinating Council (BASCC) is to identify and meet the needs of older adults by soliciting and coordinating community resources to provide educational, recreational and social programs, supportive outreach services, and volunteer opportunities.

BASCC OVERVIEW:

BASCC is a non-profit organization located in the Birmingham Public Schools Midvale Center, 2121 Midvale Street in Birmingham, Michigan. It is supported in part by the Birmingham Public Schools, the City of Birmingham, and the villages of Beverly Hills, Franklin, and Bingham Farms. There are two basic operational components to BASCC. The first is the operation of the Center to provide educational, social, and recreational activities; and second is to provide outreach services to enhance the quality of life for older adults including information and referral, transportation, home delivered meals, support services and much more.

JOB SUMMARY:

The Coordinator proposes and administers budgets, organizes and directs the center's management and is responsible for all day-to-day operations. The Coordinator reports to the Director of Community Relations (BPS) and the BASCC Board of Directors.

MINIMUM QUALIFICATONS:

A Bachelors Degree is required, a Masters Degree is preferred. Education and work experience should be concentrated in human services, gerontology, and adult education. Experience in administrative or leadership positions is essential. Candidates must demonstrate an awareness of issues and programs related to older adults and be able to skillfully and successfully interact with the 50-plus age group. Flexibility and willingness to adjust work schedule when needed required.

SKILL REQUIREMENTS:

1. Work collaboratively with BASCC staff and BASCC Board to provide leadership in financial planning, membership growth, and the development of events and programs.
2. Create enthusiasm for BASCC and represent the BPS School District in a positive and professional manner.
3. Polished oral and written skills, including public speaking.
4. Business skills in planning, financial management, and resource management.
5. Leadership, organizational, and team building capabilities and experience in working with boards, committees, and volunteers.
6. Computer skills and knowledge of software applications.

PRIMARY JOB RESPONSIBILITIES:

1. Supervises staff and manages the day-to-day operation of BASCC.
2. Fiscal management: develop and maintain budgets, fundraising, grant writing and grant management.
3. Community Relations: the development of alliances and coordinated programs with other agencies and community groups; public forums and speaking, and the reinforcement of BASCC's image as the "gateway" or "go-to" entity able to meet seniors' needs.
4. Develops activities and service programs to meet the needs of seniors in the areas of health, nutrition, outreach referrals and service.
5. Develops community support and volunteer recruitment programs to assist in BASCC activities. Directs recruitment and participation of members and other citizens.
6. Coordinates efforts to support BPS's philosophy of lifelong learning, particularly the development of intergenerational activities.
7. Implementation of programs; develop an annual calendar of activities for seniors; identify and solicit community sectors to co-sponsor activities; write follow-up reports.
8. Annual preparation of a Work Plan outlining goals and objectives. This shall be submitted to BASCC Board for comment, modification, and approval. The Coordinator shall provide periodic updates and success of implementing the Work Plan shall form the basis of the Coordinator's annual performance evaluation.
9. Meets regularly with the BASCC Board of Directors and committees to share information and seek advice on program development and center operation.
10. Meets all deadlines for scheduled reports and forms and ensures their accuracy.

11. Performs other related duties and responsibilities as requested by the BASCC Board of Directors and Director of Community Relations.

SALARY: \$31,495

Placement will be Grade 4, Level 1 of the Operational/Administrative Assistant Pay Schedule at .75 FTE. The coordinator will be employed by a third party provider.

METHOD OF APPLICATION:

Candidates meeting the requirements should submit a letter of interest and resume along with contact information for four professional references, by **January 8, 2010** to:

Mr. Jon Dean
BPS Assistant Superintendent for Human Resources
550 West Merrill, Birmingham, MI 48009

AN EQUAL OPPORTUNITY EMPLOYER