

SENIOR CITIZENS OF WESTBURY, INC.  
RECREATION LEADER/HOMEBOUND SERVICES COORDINATOR  
(Part-time)

The Recreation Leader/Homebound Services Coordinator is responsible for day programming and services for the frail elderly, homebound visiting, telephone reassurance and information assistance.

SPECIAL FRIENDS

- a) To determine eligibility of persons seeking placement in the Friends group.
- b) To coordinate all recreational/social programs on and off-site for Friends group.
- c) To develop and train member volunteers to assist with program development.

HOMEBOUND VISITING/TELEPHONE REASSURANCE

To develop a committee and train member volunteers to visit homebound members and make telephone reassurance phone calls.

INFORMATION AND ASSISTANCE

- a) Knowledge of services and entitlements available in Nassau County.
- b) Ability to assist members completing Nassau County NAPIS forms and applications for entitlements.
- c) Follow up with members on annual update of NAPIS information.

OTHER

“Hands on” assistance at Center and other duties as needed.

QUALIFICATIONS

- a) Two-year degree (including classes in human services, gerontology, recreation and communication) and/or volunteer experience as a leader or work with groups.
- b) A willingness to attend continuing education seminars and workshops in the field of aging.