

# **JOB POSTING**

## **Parks & Recreation Department**



**Title:** Nutrition Program Coordinator (PT, Non-exempt)

**Salary:** \$18.92/hour start

**Location:** Ogden Senior Center/Ogden Community Center

**Approximate Hours:** Mondays/Wednesdays/Fridays, 9am-3pm

**Deadline:** February 27, 2026 or until filled

This position is responsible for the effective operation of a nutrition and recreation program for aging adult population. Duties include the planning, coordination, and service of prepackaged meals, recreational activities, and other support services at the Ogden Nutrition Program. The employee reports directly to and works under the general supervision of the Ogden Parks and Recreation (OPR) Department Director or other higher-level OPR Team member. Direct supervision is exercised over Nutrition Center Aides and Kitchen Helpers. Does related work as required.

**Typical Work Activities (subject to change; other related activities may be performed although not listed):**

- Plans, coordinates, and schedules recreation activities, social activities, and transportation.
- Plans and implements supportive services
- Supervises Nutrition Aides and Kitchen Helpers in the serving of food
- Assists the Nutrition Aides and Kitchen Helpers in serving food, following MCOFA protocols
- Participates in activities to recruit participants
- Refers Participants to other human service agencies for assistance when need is identified
- Maintains detailed records of registrations, attendance, meals, fees, and donations for the program
- Prepares reports on services provided for MCOFA as needed
- Maintains times and attendance records
- Ensures safe and sanitary conditions are maintained at programs
- Attends MCOFA Coordinator Meetings on a monthly schedule

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Demonstrated ability to provide quality customer service to the aging adult population
- Ability to follow oral and written instructions
- Ability to perform manual labor
- Ability to establish effective working relationships
- Ability to work in all weather conditions
- Food service experience preferred

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER

(A) Graduation from a regionally accredited or NYS registered college/university with an Associated Degree plus one (1) year paid full-time or its part-time equivalent experience in recreation, nutrition, or human services programming, OR

(B) Three (3) years paid full-time or its part-time equivalent experience as described in (A) above; OR

(C) An equivalent combination of education and experience as defined by the limits (A) and (B) above.

- (D) Must have strong interpersonal and organizational skills; excellent written and oral communication skills, including the ability to utilize Microsoft Suite programming; possess knowledge of various resources for programming; maintain required certifications and training as needed.
- (E) Must obtain a valid L1 Food Manger certification within 6 months of start date.
- (F) Able to meet the physical demands of the job, including standing, bending, pulling, pushing, climbing, and lifting up to 30 pounds.

Applications are available online at [www.ogdenparksandrec.com](http://www.ogdenparksandrec.com) or at Ogden Community Center Receptionist.

Interested candidates should send an application by mail or email to:

Town of Ogden Parks and Recreation  
269 Ogden Center Rd  
Spencerport, NY 14559

Email to: [ahansen@ogdenny.com](mailto:ahansen@ogdenny.com)  
For an Employment Application, Click [HERE](#)