Posted 11/10/2026

GRANT COUNTY
HUMAN RESOURCES

Aging Program Coordinator

The Aging and Disability Resource Center (ADRC) is seeking a compassionate, organized, and collaborative professional to serve as its Aging Program Coordinator. This position leads the day-to-day administration of the ADRC nutrition program and coordinates family caregiver programs, helping older adults, caregivers, and families access essential services and supports.

Benefit Position: 80 hours bi-weekly; Monday - Friday, 8 a.m. to 4:30 p.m.

Starting Pay: $30.49 per hour

Minimum Qualifications

- Associate degree in human services, administration, or a related field required; bachelor's degree preferred.
- Food service certification within six months of hire.
- Two years of relevant experience in program planning, supervision, administration, customer relations, or a comparable combination of education and experience.
- Supervisory, budgeting, and food service/food safety regulation experience preferred.
- Knowledge of aging and disability issues, strong communication and recordkeeping skills, and the ability to work effectively with staff, volunteers, caregivers, service providers, and the public.

The successful candidate must be able to meet the transportation requirements of the position, travel within and outside Grant County in varying weather conditions, and lift or move up to 25 pounds.

How to Apply

A Grant County Application and job description may be obtained at www.co.grant.wi.gov or by contacting the Human Resources Department at (608)723-2540.

To be considered, applicants must submit a letter of interest, resume, and Grant County application.

Application materials may be emailed to employment@co.grant.wi.gov or mailed to the address below. **Screening of applicants will begin immediately and will continue until the position is filled.**

Grant County Human Resources

111 S. Jefferson St. - PO Box 529
Lancaster, WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

GRANT COUNTY JOB DESCRIPTION

TITLE: Aging Program Coordinator

DEPARTMENT/ AGENCY: Aging and Disability Resource Center of Southwest Wisconsin (ADRC)

IMMEDIATE SUPERVISOR: ADRC Director

PAY RANGE: I

FLSA: Not Exempt

NATURE OF WORK

The Aging Program Coordinator is responsible for the day-to-day management and administrative functions of the nutrition program and the coordination and administering of the family caregiver programs (NFCSP and AFCSP).

MINIMUM QUALIFICATIONS

Education:

1. A minimum of a 2 yr. degree from an accredited college in a human service, administration or related field. 4-year degree preferred.

2. Food Service certification within 6 months of job hire

Experience:

1. Two years' experience in program planning and supervisory management, administration, customer relations, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities

2. Supervisory experience
3. Experience with food service/food safety regulations.
4. Budgeting experience

Note: Equivalent combinations of job-related education and experience may be considered.

Knowledge, Skills and Abilities:

1. Knowledge of aging and disability issues
2. Ability to interpret local, state, and national directives and develop policies, procedures, and staff training.
3. Ability to conduct client needs assessments
4. Ability to function in an interdisciplinary team role
5. Skilled in active listening
6. Ability to maintain client confidentiality
7. Supervisory skills
8. Effective oral and written communication skills
9. Computer and record keeping skills
10. Ability to work effectively and harmoniously with others

ESSENTIAL FUNCTIONS

Under general direction:

1. Coordinate nutrition program operations and supervise meal site managers, food van drivers and volunteers.
2. Ensure compliance with all policies, procedures and regulations regarding nutrition program operations
3. Ensure compliance with reporting for nutrition program and family caregiver programs.
4. Supervision of nutrition staff, food van drivers, and volunteers including assisting in hiring, evaluating, corrective action and termination.
5. Prepare and provide training to nutrition program staff and volunteers

6. In coordination with ADRC Director, negotiate and compile contracts for food service including bid process/packets
7. Assist in budget preparation for nutrition and caregiver programs and monitor program and fiscal objectives.
8. Participate in the development, implementation, and monitoring of the Aging Unit plan for the State
9. Train new staff in job responsibilities and procedures, SERV Safe practices and oversee SERV Safe exam.
10. Provide support to ADRC consumers and their families by providing accurate and up-to-date information about available services and resources
11. Assist in program specific grant writing
12. Ensure completion of annual home delivered nutrition assessment
13. Develop and maintain positive working relationships with family caregivers and supportive home care agencies.
14. Maintain accurate and current case records
15. Attend local, state and national trainings
16. Perform other duties as assigned
17. Collaborate with dietician and other food providers to develop menus that meet state requirements
18. Oversee maintenance of kitchen equipment in dining sites
19. Conduct background checks for volunteers in nutrition program
20. Conducts site monitoring to ensure compliance with food safety regulations, OAA regulations, and local standards.
21. Meets 6 times a year with meal site managers to ensure compliance with standards, provide training, and go over policies and procedures
22. Facilitates the Nutrition Advisory Council on a quarterly basis

SUPERVISION RECEIVED

General and specific assignments are received from the ADRC Director and work is performed according to methods and procedures with allowance for independence in judgment in accomplishing the assignments.

SUPERVISION EXERCISED

Supervise meal site managers, food van drivers and meal site volunteers

ENVIRONMENTAL FACTORS

Travel both in and outside of the county in all types of weather. Tasks may be performed in the agency, out in the field, or in client's home. Must be able to meet the transportation requirements of this position. Dexterity in moving, picking up objects and operating office equipment is required. Ability to bend, stretch, plug, unplug, and perform basic mobility functions related to an office environment. Must be able to lift or move up to 25 pounds.

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

11/05/2026

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

_____ ___/___/___

Employee Date Date