

## ***PROGRAM EXPLANATION AND DETAILS:***

### Facility:

The St. Elizabeth Catholic Parish, located at 1030 East Burnett, has served the Schnitzelburg and Germantown communities for 100 years (celebrating 100 year anniversary this year). For 85 years, the Parish was home to St. Elizabeth Catholic Elementary School, graduating over 6500 students. In 1992, St. Elizabeth's school merged with St. Therese Catholic Elementary School to form St. Rose Catholic Elementary School. St. Rose was housed at St. Elizabeth instead of St. Therese due to its larger and more up to date facilities. In 2004, St. Rose school closed due to an Archdiocese decision to consolidate schools and move resources further east.

The school building at St. Elizabeth's now sits vacant. The building has over 16,500 square feet of accessible office and classroom space. The Senior Center plans to rent the first floor and the cafeteria from St. Elizabeth's Parish for a total use of 10,500 square feet. (details of rent agreement found in the lease agreement portion of this report). Restrooms are readily available for men and women on the first floor of the building. The breakdown of usage for office space is as follows:

- Office #1: Program Coordinator
- Office #2: SACC
- Office #3: Councilman King, Mayor's Office, MUSCL (all to be considered "satellite offices")
- Office #4: Alternate office, used by non-profits for program set up/activities
- Community Meeting Room #1: Large, former cafeteria on bottom floor of school, to be used for large group meetings including neighborhood association meetings.
- Community Meeting Room #2: Smaller, more intimate conference room to be used for smaller gatherings and activities.
- Classrooms (6 total): Large, multipurpose classrooms to be used for educational activities and computer training.

All offices, community meeting rooms and classrooms will be supervised by the Program Coordinator of the Senior Center, and the lease for the Senior Center will be supervised by MUSCL.

### Program Coordinator:

In order to provide a valuable experience to participating seniors, it is recommended that a Program Coordinator position be established for the Senior Center. The Program Coordinator will work as a part-time employee (25 hours per week) for the Senior Center through MUSCL. It is preferable that the Program Coordinator be a Licensed Social Worker (LSW) to ensure all needs of seniors attending events are met and emergencies are handled with care. MUSCL will be the fiduciary agent for the Program Coordinator, and will oversee the coordinator's daily activities. All reporting of activities of the

Program Coordinator to funding agencies shall be the ultimate responsibility of MUSCL. A brief job description of the Program Coordinator is as follows:

- Develops, organizes, implements and evaluates the programs and services which are offered at the Senior Center; determines program needs through target group assessment; plans and coordinates special events to enhance the quality of life for senior participants.
- Works with community agencies and resources on the provision of services and coordination of existing programs.
- Manages public relations for all programs; develops program publicity, brochures, flyers, newsletters and news releases;
- Recruits volunteers for the needs of the Senior Center.
- Attends meetings of the Senior Center Board of Directors and other meetings relevant to senior citizen needs.
- Provides information and make appropriate referrals to older adults needing assistance.

The general purpose of the Program Coordinator's position is to plan, organize, implement, and supervise recreation programs for senior citizens such as social-recreation activities, arts and crafts, educational programs, and trips/excursions. The Program Coordinator will also work with other senior citizen agencies to act as an information clearinghouse for the community.

The Program Coordinator position is responsible for recreation program planning, leadership and supervision work for The Senior Center programs. The nature of the job requires strong communication skills to maintain rapport with senior citizen participants, other agencies providing senior services and the general public. The Program Coordinator may supervise seasonal recreation specialists, interns/practicum students, and volunteers in the delivery of senior citizen programs. Work is performed under the general direction of MUSCL's Executive Director and MUSCL's Board of Directors who reviews work by on-site visits, staff meetings and informal discussions.

#### Volunteer Board of Directors:

The Schnitzelburg neighborhood wants to look to its residents to provide a model of leadership to all who participate in the Senior Center. The participation of directors is crucial to the success of the Senior Center. Below are Board members key duties and responsibilities:

- Attend and participate in Senior Center activities
- Attend and participate at regularly scheduled Board of Directors' meetings
- Help direct programming toward the needs and wants of the residents of Schnitzelburg
- Works with private and public funding sources for additional funding, writes grants for programs or capital expenditures.

- Serve as spokespersons for the Senior Center in the neighborhood and actively recruit other seniors interested in participating in the Senior Center experience

One representative from the following agencies will serve in an ex-officio (non-voting member) of the Senior Center Board of Directors:

- Metro Government
- Councilman Jim King (or representative)
- TRIAD
- MUSCL\*
- St. Elizabeth's Parish

\*Someone other than the Program Coordinator will serve in this role. The Program Coordinator will sit as a voting member of the Board of Directors.

The Board of Directors will have no oversight or responsibility for the Program Coordinator. It will be MUSCL's responsibility to supervise the daily actions of the Program Coordinator.

Non-Profit Agency participation:

The following agencies will be invited to bring programs to The Senior Center for the benefit of the residents of Schnitzelburg:

Metro Government Agencies:

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| <ul style="list-style-type: none"> <li>• Mayor's Office</li> <li>• Councilman Jim King</li> <li>• Jefferson County Clerk's Office &amp; Board of Elections</li> <li>• Jefferson County Attorney's Office – Senior Team</li> <li>• Jefferson County Sheriff's Office</li> <li>• Property Valuation Administration – Homestead Exemption</li> <li>• Metro Health Department</li> <li>• Louisville Metro Police Department, 4<sup>th</sup> Division – District Resource Officer</li> </ul> | <ul style="list-style-type: none"> <li>• Metro Animal Services</li> <li>• Louisville Free Public Library</li> <li>• MSD</li> <li>• Metro Inspections, Permits and Licenses</li> <li>• Metro Fire Department</li> <li>• Department of Family Services, Office for Aging and Disabled Citizens</li> <li>• Office for Women</li> <li>• Metro Department of Neighborhoods</li> <li>• Community Action Partnership</li> </ul> |
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*Non-Profit Agencies:*

- Schnitzelburg Area Community Council
- TRIAD
- MUSCL (emergency assistance programs)
- Elderly Helping Elderly
- Project Warm
- IAMS – Paws with a purpose
- University of Louisville Health Clinic
- AARP
- Hospice and Palliative Care of Louisville - The Bridges Center (grief groups)
- American Red Cross
- Center for Accessible Living
- Elderserve, Inc.
- Audio Studio for the Reading Impaired
- Talking Book Library
- MEDICAID and MEDICARE
- New Directions Housing Corporation – Repair Affair
- Center for Accessible Living
- Senior Citizens Network, Inc.
- Metro United Way
- Alzheimer’s Disease and Related Disorders Association (ADRDA)
- American Heart Association of Greater Louisville
- American Lung Association of Kentucky

*Examples of activities at The Senior Center:*

- Group card games
- Sewing circles
- Line Dancing
- Ball Room Dancing
- Walking groups
- Board game groups
- Travel clubs
- Cancer support
- Lost loved one support
- Bingo
- Tax help
- Health fairs
- Book clubs
- Cooking workshops
- History club
- Safe Driving
- Photography group
- Scrapbooking group
- Lite aerobics
- Movie matinee

Attachments:

- Proposed budget for the Senior Center
- Floor plan (1<sup>st</sup> floor and Cafeteria) of St. Elizabeth’s school
- Pictures of St. Elizabeth’s school (1<sup>st</sup> floor and Cafeteria)
- Proposed lease between St. Elizabeth’s and MUSCL