

SENIORS RECREATION PROGRAM COORDINATOR

Job Summary:

Under general supervision of the Human Services Manager, plans, organizes and supervises the recreation program for senior citizens which include a variety of activities and special events.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, and supervises the recreation program for senior citizens.
2. Organizes and coordinates the scheduling of all recreation and special events for senior citizens.
3. Conducts research for new senior recreation programs.
4. Enforces rules and regulations to assure the safety and welfare of participants.
5. Assists in budget preparation and monitors budget expenditures.
6. Drafts promotional materials to promote participation.
7. Provides information to and consults with the public.
8. Collects fees, prepares financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
9. Orders equipment and supplies for special events; contracts for entertainment, food and special services.
10. Recruits, hires, trains, schedules, supervises and evaluates part-time employees.
11. Maintains accurate records, files, and reports regarding services rendered and program participation; prepares a variety of reports as required.
12. Attends various meetings and training seminars.
13. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Associates degree in recreation, human services or related field and two (2) years of full-time, paid experience in recreation or related field. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Methods and techniques of developing and organizing recreation and special events for senior citizens.
- Rules, practices, and equipment used in senior citizens recreational activities.
- Principles of supervision, training, and evaluation.
- Programs' goals and objectives.
- Program organization and development techniques.

- Senior citizens' resources, needs, and limitations.
- Basic budgeting practices and procedures.
- Basic purchasing practices and contract administration.
- City organization, operations, policies, and objectives.
- Personal computer software and hardware.
- Office practices and procedures.
- General recordkeeping practices.
- Interpersonal skills, using tact, patience and courtesy.
- Cash/payment receipt procedures.

Skill and/or Ability to:

- Implement senior citizens recreational activities and special events.
- Establish and maintain effective working relationship with others.
- Train, supervise, and evaluate staff.
- Develop promotional strategies, techniques, and materials used in attracting the public.
- Interpret, apply, and explain related rules, policies, and procedures.
- Maintain accurate records and prepare clear and concise reports.
- Identify and analyze problems and take effective corrective action.
- Effectively communicate orally and in writing.
- Operate computers and related software.
- Apply first aid and CPR.

License and Certificates:

Possession of valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record. Possession of valid Red Cross standard certificates in First Aid and CPR.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, walk, stoop, kneel, crouch, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 20 pounds and is an infrequent aspect of the job.
- May be required to work evenings and/or weekends.
- Is subject to inside and outside environmental conditions.
- May be required to use city and/or personal vehicle in the course of employment.