

POSITION DESCRIPTION

PART TIME SENIOR COORDINATOR

Department: Recreation

Location: Community Recreation Center

GENERAL PURPOSE

Under the direction of the Recreation/Parks Supervisor, the Senior Coordinator is responsible for the operations and programs of the Active Older Adult Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organize and complete the day-to-day operations of the Senior Service Program.
- Develop, implement, promote, administer, and evaluate high quality, dynamic programs in the area of AOA.
- Supervise staff, instructors and volunteers as needed.
- Primary responsibility for safety, risk management, program quality and growth.
- Promote The Community Center by assisting in Member Service, Membership Development and Retention.
- Be skilled in a broad spectrum of AOA and volunteer programs.
- Represent the JCRC as a liaison to the Office for the Department on Aging and other funding sources.
- Establish and maintain appropriate contact with city governments, social agencies, parent groups, county task groups and coalitions to identify needs and services for AOA.
- Maintain appropriate records, statistics and logs for funding purposes, of individuals participating in all programs, activities and services.
- Responsible for the operation of a structural day program designed to improve or maintain the levels of physical, social and emotional functioning of AOA.
- Plans and assists participants with projects and activities on a continuing basis.
- Conducts telephone reassurance calls on a regular basis and maintains a current list of those needing regular calls.
- Prepares a monthly newsletter for publication and distribution.
- Plans and implements a monthly socialization event for area individuals to participate in.
- Assist with sign ups and cancellations of transportation services.
- Obtains equipment and supplies as needed for programs and activities.

- Assist other staff members with the overall operations of the Jefferson Community Recreation Center.
- Provide input for the annual preparation of grant proposals to the United Way of Ashtabula County and other Agencies.
- Develop and promote programs through flyers and media as needed.
- Work to expand programs, activities and services through interagency cooperation's such as school, churches etc.
- Oversee maintenance, cleanliness, and storage of equipment, supplies, and facilities relating to program areas.
- Schedules facility for programs and activity use as necessary
- Serve as a positive role model for the Center and the Village of Jefferson.
- Complete all other projects as assigned by the Recreation/Parks Supervisor.

PERIPHERAL DUTIES

Occasionally fills in for Van Driver or other employees as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) College Degree in AOA or related field or High School Graduate with (2) or more years of experience in the area of AOA. Strong communication skills both orally and written. Ability to work with and relate to AOA.
- (B) Posses and maintain valid Ohio Driver's License and a good driving record.

Necessary Knowledge, Skills and Abilities:

- (A) Skill in operation of listed tools and equipment.
- (B) Perform duties accurately; effectively meet and deal with the public; read, write and communicate effectively using the English language.
- (C) Must pass required background checks.

SPECIAL REQUIREMENTS

CPR and First Aid Certification Necessary

Ability to pass a defensive driving course and operate a handicap lift.

TOOLS AND EQUIPMENT USED

Telephone system; personal and network computer including word processing, spreadsheets, databases and Financial Software; copy machine, computer scanner; postage machine; fax machine; calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This Multi – function facility including program areas requires a high level of contact with members and the community.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, equipment, or controls; and reach with hands and arms.

The employee must lift and/or move up to 50 pounds on a repetitive basis and occasionally 90 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Will be required to attend meetings and activities outside of the handicapped assessable building that may not be handicap accessible.

The noise level in the work environment is usually quiet; however the environment may range from quiet to noisy in a very short period of time.

SELECTION GUIDELINES

Formal application, review of education and experience to determine Knowledge, Skills and Abilities; oral interview and reference check; job related tests may be required.

DISCLAIMER:

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position classification. It is not intended to be

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constructed as an exhaustive list of responsibilities, duties and/or skills required of personnel so classified. Employees are required to perform duties assigned by their supervisor.

Employee _____
Date _____

Supervisor _____
Date _____