

JOB TITLE: RECREATION LEADER: SENIOR ADULT CENTER

NATURE OF WORK:

Responsible for supervising, planning, developing, organizing, and implementing a comprehensive program for senior adults including social, health, education and recreation programs at the Senior Adult Center.

EXAMPLES OF DUTIES:

This position is responsible for planning and delivering activities at the Senior Adult Center. This position is expected to possess excellent customer service skills, maintain composure in difficult situations, and obtain knowledge of the Senior Adult Center programs, services, and activities.

The following duties are not inclusive of all duties. The incumbent performs other duties as required:

- Recruits, selects, trains, schedules, coordinates the contract instructors and volunteers;
- Reviews and evaluates Senior Adult Center sponsored health, educational, social and recreational activities to ensure effectiveness, high quality, cost-effectiveness, and customer satisfaction;
- Seeks and develops partnership opportunities with the school district, non-profit organizations, civic groups, and other agencies;
- Assists with the preparation of activity budgets. Regularly and routinely monitors the activity budgets;
- Assist with coordinating public relations activities and develops community interest in the Senior Adult Center and the activities and program at the Center;
- Prepares calendar of events for the Senior Adult Center, including newsletters, public relations announcements, and other similar communication;
- Assists in coordinating the use of the Senior Adult Center for Center-sponsored activities and by independent community organizations;
- Implements activities to ensure safe, high quality, cost-effective, and efficient operation of programs and facilities;
- Maintains communications and effective working relationships with co-workers, supervisors, other employees and the public at-large;

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of current principles, philosophies and practices related to providing recreation, social and health services to seniors;
- Advanced interpersonal skills to build and maintain effective working relationships with a variety of internal and external customers and contacts;
- Knowledge of basic budgeting methods, practices, principles, and procedures;

- Ability to prepare comprehensive monthly and annual reports on operations and financial status;
- Ability to analyze, evaluate, interpret, and recall detailed and/or complex concepts and information for purposes such as decision making, problem resolution, and resource allocation;
- Ability to be creative, innovative, pro-active, and sensitive, when solving problems or recommending solutions to problems;
- Knowledge of scheduling techniques and procedures for facility use;
- Skill in using computers for basic word processing, basic database management, and spreadsheet applications;
- Knowledge of technology based applications for recreation service delivery;
- Ability to work independently with little supervision and adapt to changing priorities.

Minimum Education and Education Qualifications:

Bachelor's Degree in Recreation Management or related field plus three years experience in programming for a senior center or comparable facility is required. (A combination of education and experience including an Associates Degree and five years in a program leader position at a senior center facility will be considered.)

Requires a valid State driver's license and a driving record free of significant moving violations or the ability to obtain a license within 30 days of hire. Valid standard first aid/CPR certification or ability to obtain certifications within 90 days of hire.

APPROVAL SIGNATURES:

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Manager \_\_\_\_\_ Date \_\_\_\_\_

Manager \_\_\_\_\_ Date \_\_\_\_\_

Effective Date \_\_\_\_\_