

JOB TITLE: RECREATION SUPERVISOR: SENIOR ADULT CENTER

NATURE OF WORK:

Responsible for the supervising, planning, development, organizing, and implementing a comprehensive program for senior adults including social, health, education and recreation programs. This position is also responsible for planning and coordination of community based activities utilizing the Senior Adult Center and serving senior adults in the community in multiple locations.

EXAMPLES OF DUTIES:

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

- Recruits, selects, trains, schedules, coordinates, evaluates and supervises the Senior Adult Center staff and the Senior Adult Center volunteers;
- Reviews and evaluates Senior Adult Center sponsored health, educational, social and recreational activities to ensure effectiveness, high quality, cost-effectiveness, and customer satisfaction;
- Advocates and works closely with citizens and other service providers in a cooperative community response to senior service needs including, but not limited to, the Senior Center Advisory Committee and the County Coalition of Senior Organizations. Seeks and develops partnership opportunities with the school district, non-profit organizations, civic groups, and other government agencies.
- Assists with the preparation of annual operating budget. Regularly and routinely monitors the operating budget;
- Provides staff support to the Senior Adult Center Advisory on policy issues pertaining to senior services and Senior Services Community Center building use.
- Coordinates public relations activities and develops community interest in the Senior Adult Center;
- Prepares calendar of events for the Senior Adult Center, including newsletters, public relations announcements, and other similar communication;
- Oversees coordination of use of the Senior Adult Center for Center-sponsored activities and by independent community organizations;
- Implements activities to ensuring 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 public recreation, education, 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 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.
- Ability to work effectively as a member of a customer service oriented team.
- Knowledge of first-aid and CPR procedures.
- Knowledge of scheduling techniques and procedures for facility use.
- Skill in using computers for basic word processing, database management, spreadsheet applications, and financial management. 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 Parks and Recreation Management or related field plus three years supervisory and administrative experience in the management of a senior center or comparable facility is required. (A combination of education and experience including an Associates Degree and seven years supervisory/administrative experience managing 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 \_\_\_\_\_