

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: PARKS & RECREATION - Senior Activities Coordinator

NATURE OF WORK

Under the direct supervision of the Parks & Recreation Director, this position is responsible for the effective planning, coordination, supervision, delivery and evaluation of, recreational activities and programs targeted specifically for the senior population. He/she will receive guidance from the Recreation Supervisor while carrying out duties under minimum supervision.

The position is a non-union position and is appointed by the Town Administrator.

SUPERVISION RECEIVED

This is a year-round position under the general guidance and direction of the Parks & Recreation Director and/or other duly assigned management staff within the department.

SUPERVISION EXERCISED

Supervision is exercised over a varying number of paid part-time employees and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the promotion, coordination and implementation of approved senior center programs and activities.
- Coordinate and communicate with agency staff, senior citizens, volunteers and other community organizations to assure that agency and project goals are achieved on a continuous basis.
- Attend monthly meetings while acting as the liaison between the Friends of Jamestown Seniors and the Parks & Recreation Department.
- Maintain a physical environment that conforms to senior center policies as the related to safety and cleanliness. Provide individual care and assistance with instrumental activities of daily living.
- Help supervise and schedule volunteers.
- When needed, assist with driving the 15 passenger vehicle to transport participant to and from programs.
- Assist participants throughout the day to ensure their comfort and safety while participating in programs and events facilitated by the Parks & Recreation Department.
- Work closely with Meal Site Program providing assistance and direction when needed.
- Observe participants daily health and behavioral changes, discuss changes with Recreation Supervisor.
- Maintain participant records of needs and services.
- Assist with the inventory of program supplies.
- When time permits; attend trainings, workshops and interviews that pertain to senior centers and other related issues.
- Perform other reasonably related duties as requested by the Parks & Recreation Department.

DESIRED MINIMUM QUALIFICATIONS

Preferred – Minimum of an Associate Degree or equivalent with 2 years' work experience with the geriatric population and knowledge of the field assignment.

KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of the principles and practices of modern senior programs.
- Knowledge of community senior population needs and resources.
- Proficiency in Microsoft Office software (Word, Excel, etc.) and general computer skills.
- Must possess exceptional organizational skills.
- Must be able to work at times in confidential work environment.
- Requires a valid driver's license with a Chauffeurs endorsement or ability to obtain one within the first month of employment.

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PERIPHERAL DUTIES

Senior Coordinator will represent the department at meetings with other committees and task forces as assigned. Assists program staff and volunteers in the performance of their duties as required. Senior Coordinator may also be required to physically set up programs prior to their start. Evening and weekend hours may be required.

TOOLS and EQUIPMENT USED

Personal computer including word processing, spreadsheet and data base applications; Motor vehicle; 15 passenger vehicle; one line or multi-line phone system and cell phone; Fax, copy and other modern office machines.

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.

Most work is performed in an office setting. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, find, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, and which are normally found in an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The noise level in the work environment is usually moderately quiet and occasionally loud in indoor/outside conditions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview(s) and reference checks; job related tests may be required. The selection will be made by the Town Administrator based on a recommendation from the Department Director.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to or a logical assignment to the position.

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.