

CITY OF ARCADIA

SENIOR CITIZENS PROGRAM SPECIALIST

DEFINITION

Under general supervision, to plan and coordinate recreational activities and programs for senior citizens.

SUPERVISION EXERCISED

May exercise technical and functional supervision over volunteer staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, organize, supervise, and participate in senior citizens recreational activities including athletics, therapeutic recreation, community events, fine arts, and recreational travel programs and classes.

Prepare program schedules and registration.

Select, supervise, train, and evaluate part-time personnel.

Prepare payroll for teachers, memos fro sessions, and contracts.

Prepare daily cash reports and subsequent reporting to supervisor.

Prepare class evaluations and administer to students.

Create monthly movie schedules; pick up weekly movie.

Meet weekly with gift shop volunteers to review business, set goals, and review operations.

Prepare weekly dance tickets fro sale; count proceeds; purchase supplies for dances; oversea volunteers.

Coordinate recreational and educational classes, internal display areas, operation of Community Center Gift Shop, and facility reservations for the senior citizens program for weekday activities.

Recruit and register community members for senior citizens programs.

Prepare reports on public response to existing programs including information regarding attendance, schedules, expenditures, and utilization of supplies and equipment; maintain records related to senior citizens programs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Recommend new senior citizens programs.

Requisition, purchase, deliver, and issue equipment and supplies to senior citizens personnel and participants.

Enforce rules and regulations to assure the safety and welfare of senior citizen participants.

Assist in the preparation of the senior citizens budget in specified areas; monitor expenditures.

Assist in the preparation of the senior citizens communities surveys.

Prepare promotional materials, program evaluations, correspondence, and reports; compose and issue news releases, information bulletins, and newsletters.

Coordinate senior citizens activities with outside community agencies and organizations.

Provide information to and consult with the public.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of senior citizens services.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Recreation activities suitable for senior citizens.

Gerontology and therapeutic exercise.

Techniques used in public relations.

Modern office practices, methods, and computer equipment.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles and procedures of record keeping.

Knowledge of:

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Plan, organize, and coordinate senior citizens activities.

Perform responsible recreation planning and coordinating work involving the use of independent judgment and personal initiative.

Select, supervise, train, and evaluate part-time assigned staff.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Two years of experience organizing and coordinating special recreation programs such as travel, senior citizen activities, or similar programs.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in recreation or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, CPR and first aid certification.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, crouch, stoop, squat, twist, climb, and lift 20 lbs.; some exposure to outdoors; ability to travel to different sites and locations.

Effective Date: January, 1999