

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Senior Center Specialist
Department: Parks and Recreation
Division: NA
Date: May 13, 2003

Job Code Number: 425
Grade Number: 12-13
FLSA Status: Non Exempt
Location: City Hall

GENERAL PURPOSE

Coordinates the use of the Senior Center, and assists in the planning, organizing, coordination and administration of leisure and human service programs for senior citizens, including cultural arts, physical activities, special interest classes and programs.

SUPERVISION RECEIVED

Works under the general supervision of the Parks and Recreation Director.

SUPERVISION EXERCISED

None generally. May supervise part-time recreation staff, special interest instructors, seasonal employees, and volunteers, as required as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, organizes and coordinates the development and implementation of community recreation and human service programs for senior adults.

Organizes and supervises classes, workshops and activities for senior adults engaged in recreation programs and co-sponsored programs.

Surveys leisure interests and needs of senior adults. Selects, plans and implements cultural arts, physical activities and special interest leisure and fitness activities for adults.

Responds to public inquiries about senior adult programs made by telephone, correspondence, or during public meetings.

Opens and closes the Senior Center. Sets up tables and chairs for classes and programs. Schedules the activities at the Senior Center.

In absence of maintenance support, may be required to perform needed custodial and maintenance work, including sweeping and cleaning; stocks bathrooms and other areas with supplies; loads and unloads dishwasher when necessary; wipes down kitchen and mops floors as needed; performs other custodial or maintenance work as required.

Performs administrative office duties including reception and data processing; sets up and/or operates equipment for classes or programs. Provides security for the senior center and grounds.

Assists recreation staff in the development and implementation of community recreation programs.

Prepares a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding senior programs and services.

Coordinates, schedules and maintains related records and statistics for programs and personnel at the Senior Center.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, and the general public.

Provides information and referral services for a variety of social services available to senior adults in the community.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, making arrangements for rental and use of Recreation Building, helping set up tables and chairs for classes, etc.

Coordinates the planning, organizing and implementation of a senior adult activities.

Promotes interest and provides information regarding senior adult programs to community leaders, recreation officials, community service groups, other departments, and the general public.

PERIPHERAL DUTIES

Drives van to provide transportation services for senior adults for field trips and other excursions.

Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Assists in the recruitment and selection of part-time and seasonal staff.

Serves as a member of various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a four-year college or university with a degree in recreation, geriatrics, social work, or a closely related field; and

(B) Two years related experience including senior center use; or

(C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of senior adult recreation philosophy, planning and administration; considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive senior adult recreation program;

(B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR; and

(C) Ability to coordinate varied activities involved in a community recreation program; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; ability to communicate effectively orally and in writing.

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

Valid State Driver's License or ability to obtain one. First Aid and CPR certification.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile or pickup truck.

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.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 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.

Approval: _____
Human Resources Manager

Approval: _____
City Manager

Effective Date: May 13, 2003

Revision History: