

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

SENIOR CITIZEN PROGRAM COORDINATOR

2313

GENERAL PURPOSE:

Plans, organizes, implements, and supervises recreation programs for senior citizens such as social-recreation activities, arts and crafts, educational programs, and trips/excursions. Position will also work with other senior citizen agencies to act as an information clearinghouse for the community.

CLASSIFICATION SUMMARY:

The Senior Citizen Program Coordinator position is responsible for recreation program planning, leadership and supervision work for Senior Citizen programs. The nature of the job requires strong communication skills to maintain rapport with senior citizen participants, other agencies providing senior services and the general public. The Program Coordinator may supervise seasonal recreation specialists, interns/practicum students, and volunteers in the delivery of senior citizen programs. Work is performed under the general direction of the Superintendent of Recreation who reviews work by on-site visits, staff meetings and informal discussions.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develops, organizes, implements and evaluates the programs and services which are offered at the senior center; determines program needs through target group assessment; plans and coordinates special events to enhance the quality of life for senior participants.

Works with community agencies and resources on the provision of services and coordination of existing programs; Works with private and public funding sources for additional funding, writes grants for programs or capital expenditures.

Manages public relations for all programs; develops program publicity, brochures, flyers, newsletters and news releases;

Recruits volunteers for the needs of the senior center.

Attends meetings of the senior center board of directors, the Pullman Council on Aging and other meetings relevant to senior citizen needs.

Provides information and make appropriate referrals to older adults needing assistance.

Drives passenger vans to and from various senior center activities and programs.

Plans and coordinates special events such as Halloween carnival, Egg Hunt, Lentil festival, etc.

Plans and assists with other recreation programs as required.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Perform other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Senior citizen programming-philosophies, principles and practices;
- Community resources available for older adults;
- The principles and methods of planning and organizing recreation programs for older adults;
- Individual and group behavior.

Ability to:

- Work well with older adults;
- Communicate and express ideas effectively, both orally and in writing;
- Organize and provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Work flexible hours, including some evenings and weekends;
- Obtain first aid/CPR certificate within 6 months after hire date;
- Physically perform the essential functions of the job;
- Obtain and maintain a valid driver's license with CDL and safe driving record.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Two years experience as a recreation leader or related experience in a public or private recreation program involving the planning, scheduling, implementation and supervision of recreation programs for senior citizens; or substituting successful completion of college level course work in recreation, physical education, gerontology, or a related field for the experience; or any equivalent combination of experience and training. Ability to obtain a commercial driver's license and pass a drug screen upon offer of employment.

TOOLS AND EQUIPMENT USED:

Personal computer, telephone, fax machine, copy machine, 14- and 18-passenger van.

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 primarily works in a recreation facility. The employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions and vibration. The employee must occasionally lift and/or move up to 50 pounds.

This is a safety-sensitive position and is subject to random drug and alcohol testing as a condition of employment. The noise level in the work environment is usually moderately quiet.

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.

FLSA Classification: Non-Exempt

Adopted: 2/94 Revised: 5/94, 6/99, 12/01, 05/07