



# EXCELSIOR SPRINGS

Parks · Recreation · Community Center

<b>Job Title:</b>	Senior Center Program Specialist	<b>Job Category:</b>	Senior Center
<b>Department/Group:</b>	ESPRCC	<b>Supervisor:</b>	Senior Center Administrator
<b>Location:</b>	ES Community Center	<b>Date Closing</b>	Open until filled
<b>Level/Salary Range:</b>	Starting at \$14.42/hour (up to \$16/hour w/experience)	<b>Position Type:</b>	Part-time 30 hours/week

Under general supervision from ESPRCC, performs work in planning, coordinating and implementing programs in the Excelsior Springs Senior Center. The work is performed under the direct supervision of the Senior Center Administrator. Level of Authority: Performs duties with general supervision. Occasionally, determines own practices and procedures in varied work situations, and is expected to use independent judgment when appropriate.

### ESSENTIAL JOB FUNCTIONS:

1. Program Development-- plans and administers various recreation and related activities for Seniors;
2. Community Engagement-- Coordinates promotion of recreational activities with Marketing Coordinator through contact with community organizations;
3. Instruct various recreation activities;
4. Responsible for programming equipment, materials and supplies;
5. Documents attendance in various programs and activities;
6. Provides assistance with Senior Lunch program, when needed;
7. Responsible for setup and breakdown of most recreation programs in the Senior Center, including chairs, tables and equipment/supplies;
8. Assists Senior Center Welcome Desk with customer service assistance on reservations, cancellations, and Lunch Program information when needed.
9. Provide assistance to the general public; provide information on Senior Center
10. Provides backup coverage for Administration and Senior Lunch program by performing duties of Senior Center Administrator and/or assistant during vacation, sick leave, conferences, meetings, etc.
11. This is expected to be a part-time, 6 hour per day position, 5 days a week. Hours/schedule set by the Senior Center Administrator.
12. Other duties as assigned.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Seeking experience in recreational programming or professionally working with the Senior demographic, including human services, gerontology or adult leisure and recreation.
2. Any combination of experience and training equivalent to graduation from high school with courses in basic computer skills, bookkeeping, or recreation.

### PREFERRED SKILLS:

1. Ability to communicate and work with the Senior demographic.



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2. Interpret and explain department policies and procedures. Have excellent customer service skills.
3. Operate and use modern office equipment including a computer.
4. Understand and carry out written directions.
5. Respond to citizen inquiries politely.
6. Must be able to maintain confidentiality.
7. Communicate clearly and concisely, both orally and in writing.
8. Establish and maintain working relationships with those contacted in course of work.
9. Maintain effective audio-visual discrimination and perception needed for:
  - making observations
  - communicating with others
  - handling and responding to questions
  - reading and writing
  - operating assigned equipment
10. Maintain mental capacity, which allows for effective interaction and communication with others.
11. Physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:
  - must be able to listen to normal conversation and interface with the general public
  - must be able to walk occasionally, and use hands and fingers to operate, handle, or feel objects, tools and controls
  - must be able to reach with hands and arms
  - must have vision sufficient to see close up and have the ability to adjust focus
  - operating assigned equipment
  - must be able to lift up to 25 pounds and transport it 15 feet
12. Must be able to obtain a Food Service Manager certification immediately following employment.
13. Must be able to obtain CPR/AED/First Aid certification immediately following employment.
14. Modern office procedures, methods, computer equipment. Experience with Microsoft Office Suite - Word, Excel, Outlook, PowerPoint, Google Suite, etc.
15. Perform other duties as needed.

## **ADDITIONAL NOTES:**

This position description has been prepared to assist in defining job responsibilities, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Director retains and reserves any or all rights to change, modify, amend, and or delete, any section of this document as it deems, in its judgment, to be proper.