

City of Union Gap Position Description

Title: Senior Citizen Liaison (Part-Time)
Department: Public Works & Community Development
Revision Date: August 29, 2016
FLSA: Non-Exempt
Union: Yes

GENERAL PURPOSE:

Plans, organizes and coordinates a community recreation program for senior adults, including cultural arts, physical activities, health activities, human services, and special interest classes and programs.

SUPERVISION RECEIVED:

Works under the supervision of the Public Works & Community Development Director.

SUPERVISION EXERCISED:

Coordinates volunteers in the implementation of programs and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Attendance and punctuality.

Plans, organizes and coordinates the development and implementation community recreations and human services programs for senior adults.

Recruits and organizes volunteers in the duties required to realize the senior adult programs and activities.

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 programs made by telephone, correspondence, or during public meetings.

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

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

Schedules and runs various tournaments throughout the year for a variety of activities such as, pool, bridge, etc.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, 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, other departments, and the general public.

Prepares and maintains records and reports of plans, activities, attendance, supplies, and other pertinent information;

Assists in determining the daily needs of the senior center including material, supplies and personnel needs.

PERIPHERAL DUTIES:

Coordinates with other departments in maintenance of Senior Citizen building and all the equipment in Senior Citizen building.

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

Assists in the annual budget for the senior center.

Perform all other duties as required or directed.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Two years recreation experience including Senior Center programming.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of recreation philosophy, planning and administration; Knowledge of the equipment, facilities, operations and techniques used in a comprehensive Senior Center program;
- (B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR;
- (C) Ability to develop, coordinate, and direct varied activities involved in a Senior Center 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; Ability to plan and supervise the work of volunteers.

SPECIAL REQUIREMENTS:

A valid state driver's license or ability to obtain one. First Aid and CPR certification and Food Handlers Card.

TOOLS AND EQUIPMENT USED:

Computer, including Microsoft Word software; calculator; copy and fax machine and phone.

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 hand to 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 20 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.

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.