



CITY OF CALEXICO

CLASS TITLE: SENIOR'S PROGRAM COORDINATOR

MONTHLY: \$3,917 - \$4,761

RANGE: G-25

BASIC FUNCTION:

Under the direction of the Community Services Director, plan, organize, coordinate and implement recreation programs, events and activities for senior citizens such as arts and craft projects, field trips, bingo and social recreation activities; coordinate communications, information, marketing and personnel to enhance recreation services for senior citizens and assure smooth and efficient activities; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate and implement recreation programs, events and activities for senior citizens such as arts and craft projects, field trips, bingo and social recreation activities; establish and maintain related time lines and priorities; assure related activities comply with established rules, regulations, policies and procedures.

Coordinate communications, information, marketing and personnel to enhance recreation services for senior citizens and assure smooth and efficient activities; develop and implement senior citizen recreation programs, services, events, projects, plans, goals, objectives and activities; monitor, evaluate and adjust programs and services in response to community needs.

Train and evaluate the performance of assigned personnel; interview employees and recommend hires, transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards policies and procedures; monitor staffing needs and initiate recruitment activities as appropriate.

Develop and arrange calendars and schedules for senior citizen recreation events and activities; plan and oversee projects for senior citizens; lead and assist senior citizens with events and activities; organize and contact outside agencies to arrange for field trips; coordinate bingo games; arrange facility usage and coordinate event preparations; assure proper set-up of equipment and supplies.

Coordinate and provide marketing services to enhance public awareness of senior citizen recreation programs and events; prepare and distribute promotional and informational materials such as brochures, fliers and advertisements concerning recreation events and activities.

Assist in assuring adequate resources to meet recreation event and activity needs; monitor

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equipment and supply needs and recommend purchases as appropriate; order supplies for bingo and special events as needed.

Serve as a liaison and coordinate communications and information related to recreation programs, events and activities between senior citizens, staff, senior apartment managers, outside agencies and the public; establish and maintain contact with local business and community services; provide information and assistance to senior citizens concerning events, projects and activities.

Compile information and prepare and maintain a variety of narrative and statistical records, reports and files related to senior citizen recreation programs, events, schedules, revenue, expenditures, projects, budgets and assigned activities; maintain rosters for senior citizen sites.

Assist in the development and preparation of the annual preliminary budget for community recreation services and events; review and evaluate budgetary and financial data; assist in assuring expenditures comply with established limitations; contact public and private agencies to request and obtain funding for recreation programs as directed.

Communicate with City personnel and various outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Coordinate personnel, events, programs and activities to assure safe work practices and public safety during recreation events and activities.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, coordination and implementation of recreation programs, events and activities for senior citizens such as arts and craft projects, field trips, bingo and social recreation activities.

Practices, procedures and techniques involved in the planning, scheduling, development and implementation of community events and activities.

General marketing and promotional practices, procedures and techniques.

Organization, operations, policies and objectives of community recreation activities.

Principles and practices of supervision and training.

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

Basic budget preparation and control.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Basic public relations techniques.

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Mathematic calculations.

ABILITY TO:

Plan, organize, coordinate and implement recreation programs, events and activities for senior citizens such as arts and craft projects, field trips, bingo and social recreation activities.

Coordinate communications, information, marketing and personnel to enhance recreation services for senior citizens and assure smooth and efficient activities.

Train and evaluate the performance of assigned personnel.

Develop and implement senior citizen recreation programs, services, events, projects, plans, goals, objectives and activities.

Develop and arrange calendars and schedules for senior citizen recreation events and activities.

Arrange facility usage and coordinate event preparations.

Coordinate and provide marketing services and materials to enhance public awareness of community recreation programs and events.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and maintain a variety of narrative and statistical records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with course work in social services, recreation, public administration or related field and two years increasingly responsible experience working with community activities or programs, social services, recreation or related services.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

