

# CITY OF ENUMCLAW

## JOB DESCRIPTION

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<b><u>Position Title:</u></b>	<b><i>Senior Center Recreation Assistant</i></b>
<b><u>Department:</u></b>	<b>Senior Center</b>
<b><u>FLSA Status:</u></b>	<b>Union, Non-Exempt</b>
<b><u>Salary Range:</u></b>	<b>\$3,216. - \$3,913.</b>

### **Nature of Work:**

Under the direction of the Senior Center Manager, this position entails planning, developing and implementing senior activity programming.

### **Examples of Work:**

Assist Manager in scheduling, planning, and implementing general Senior Center activities including, but not limited to: classes, speakers, Special Events, trips.

Publicize and promote Senior Center activities through press releases, activity flyers, monthly newsletter, and other publications

Operates within both City and Senior Advisory Board budgets –determined amounts for Activity Program (decorations, Special Events, invitations, etc...). Performs shopping for said supplies.

Safely operate office machines, copy machine, fax, printers. Expected to assist with office phone calls, duties as necessary for smooth operation of Senior Center. Assists with department registration and office procedures.

Select, train and assign work to volunteers as necessary. Maintain volunteer data and record hours. Provide volunteer recognition.

Research and execute new services and activities for the Center.

Assist with fundraising activities.

Other duties as assigned to assist the Manager in offering a variety of programs, classes and events.

Works irregular hours, including some evenings and weekends. Work includes indoor and outdoor environment. Hours may be subject to change according to needs of Senior Center.

**Reporting Relationships:**

This position reports to the Senior Center Manager. Recreation Assistant and the Senior Center Manager work together to develop programs, deadlines and work to be completed. Work is performed under limited supervision.

**Knowledge, Skills and Abilities:**

**Knowledge of:**

Skill in interpersonal relations using tact, patience and courtesy.

Able to perform and execute multiple phone lines.

Proficient in Excel, Word, Publisher, Outlook

**Ability To:**

- Communicate effectively and understand and follow both verbal and written directions.
- Plan and organize a variety of recreational and informational activities.
- Lift items weighing at least 25 pounds.
- Effectively relate to older adults.
- Work in a rapid-paced work environment, under pressure and with frequent interruptions.
- Maintain regular, reliable and punctual attendance

**Education and Experience:**

**Education:** High School Diploma.  
Bachelor's degree in Recreation, Public Administration, Gerontology or related field Desired

**Experience:** Two (2) years experience in cultural/recreational senior programs at a professional level

**Or:** In place of the above requirement, the applicant may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

NOTE: The statements contained herein reflect general details necessary to describe

the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility; however, it should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief or to balance workloads in the organization that are reasonably appropriate as determine by the employer.

**License/Certification:**

- Valid Washington State Driver's License
- First Aid, CPR and Bloodborne Pathogen certification or the ability to obtain within six (6) months of employment
- King County Public Health Food Handler's Card – or ability to obtain within 3 months of employment
- Background check and driver's license verification is required