

CITY OF ENUMCLAW

JOB DESCRIPTION

<u>Position Title:</u>	<i>Senior Center Recreation Coordinator</i>
<u>Department:</u>	Senior Center
<u>FLSA Status:</u>	Union, Non-Exempt
<u>Pay Grade:</u>	111

Nature of Work:

Under the direction of the Senior Center Manager this recreation position performs a variety of program duties through planning, organizing, scheduling, and implementing activities for senior adults year round.

Examples of Work:

- Plans, schedules, organizes, facilitates, and evaluates various activities and services, outings, and classes for the client group being served.
- Secures necessary supplies for daily and special activities.
- Recruits, trains, supervises, and evaluates volunteers and temporary employees.
- Prepares program budgets and goals.
- Communicates, cooperates, and works with community and private groups, governmental and private agencies to obtain services, programs, and support. Solicits community participation.
- Maintains safety standards and specialized safety requirements.
- Actively promotes recreation programming throughout the community for older adults.
- Prepares schedules of events and coordinates use of facilities with various user groups.
- Prepares publicity releases, reports, flyers, and monthly newsletters.
- Assists in maintaining attendance, registration, equipment, and other applicable records.
- Operates a variety of computer software program applications.

- Assist Senior Center Manager on Senior Center projects/duties as needed.
- 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, upon reasonable notice to Employee.

Reporting Relationships:

Under general supervision from the Senior Center Manager

Knowledge, Skills and Abilities:

- Business English, spelling, punctuation, and arithmetic.
- Proficient in Excel, Word, Publisher, Outlook
- Current practices in working with older adults (55+).
- Issues and trends in programming for older adults (55+); and
- Determining needs for a comprehensive older adult (55+) program.

Ability To:

- Safely operate office machines such as calculators, facsimile machines, copy machines, and variety of computer printers.
- Maintain regular, reliable, and punctual attendance.
- Work a fulltime schedule, on site due to internal and external customer service needs.
- Works effectively under pressure and with frequent interruptions .
- Completes work and projects in a thorough and timely manner.
- Understands and follows directions from supervisor, posted work rules and procedures.
- Works courteously and effectively with public officials, citizens, contractors, vendors, supervisor, and other employees, both in person and over the telephone; assisting them with a wide variety of information pertaining to City and department.
- Shows initiative in performing job functions
- Performs other work-related tasks as required.

Education and Experience:

Bachelor's Degree in Recreation or closely related field plus two years' experience in community recreation planning and programming.

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, including an Abstract of Driving Record.