

SENIOR SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for planning, organizing, developing, directing and coordinating comprehensive recreation programming and services for City residents fifty-five years of age or older. The incumbent is tasked with promoting the recreational activities and assisting with facility operations. Other duties include monitoring the allocation of resources, providing organizational support for the department and interfacing with other City departments, employees and residents. Direct supervision is exercised over program staff, volunteers and contracted service providers. This position is under the direct supervision of the Program Coordinator and under the general supervision of the Commissioner of Recreation.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Works with executive leadership and staff to implement cohesive and comprehensive senior programming and services;
- Develops and implements planning and project management processes to ensure the effective coordination and integration of programs and resources;
- Manages day-to-day supervisory support necessary to effectively implement senior programs and services;
- Assists with supervision of program staff, seasonal personnel, volunteers and contracted service providers including interviewing applicants, coordinating training, monitoring work tasks, coaching staff, and scheduling program staff;
- Provides support to executive leadership and staff in the areas of planning, program execution and communications;
- Plans and promotes special events and activities for seniors with partner organizations;
- Plans, organizes and coordinates programs and large group activities (e.g. Healthy Aging Fair) to include senior citizen groups as well as individuals not affiliated with an organized group;
- Plans, develops and coordinates promotional materials for special events and ceremonies, as well as associated advertising/marketing materials;
- Interacts with various federal, state, municipal and private agencies in providing services to senior citizens;
- Prepares and maintains various records and reports as required;
- Enter and retrieve information in automated information systems;
- Maintains regular and punctual on-site attendance;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Skill in collecting, organizing, analyzing and interpreting data and information related to recreation programs and problems;
- Ability to read and interpret rules and regulations;
- Ability to work cooperatively with the community and other agencies;
- Must be able to stand for long periods of time;
- Ability to carry a minimum of 25 lbs;
- Ability to engage in labor intensive activities;
- Ability to understand oral and written directions;
- Ability to communicate effectively both orally and in writing;
- Ability to supervise the work of others'
- Ability to plan, organize, coordinate and promote recreation programs;
- Good judgment;
- Thorough organizational skills;
- Proficiency in the use of computers for word processing, simple accounting, spreadsheets, ect.
- Compassion;
- Courtesy;
- Tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher) and one (1) year of experience in recreation or community based programming which shall have included supervision; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (3) years of experience as described in (A) above which shall have included one (1) year of supervisory experience; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (A) above which shall have included one (1) year of supervisory experience as; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B), or (C) above.

SPECIAL REQUIREMENT

A valid New York State driver's license is required at the time of appointment and for the duration of employment.