

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## SENIOR CENTER COORDINATOR

### **JOB PURPOSE**

Under general supervision of the Scotts Valley Senior Center Board of Directors and City Recreation Division, organizes, coordinates and supervises a variety of senior adult activities and programs; publicizes programs; and does related work as required. Plans, implements, promotes and directs senior programs and activities including special events.

### **EXAMPLES OF DUTIES**

#### **Essential Duties:**

- Provide on-site direction of senior programs, facilities, and activities;
- Maintain control of equipment and inventory;
- Assist in planning and promoting future programs;
- Assist in preparing budget estimates for assigned programs, publicity and various reports and correspondence;
- Prepare news releases, fliers, brochures, and other publicity for programs and events;
- Organize and direct activities related to various programs;
- Assist in recruitment of special instructors and volunteers;
- Meet and work with community groups to promote and explain programs;
- Solicit community support and contributions;
- Schedule use of facilities and assist with program registration;
- Assists with control of revenues and expenditures.

#### **Marginal Duties:**

- Perform related work as required

### **EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Requires education, training or experience equivalent to an AA degree with major course work in recreation or related field; two years of experience with senior programs is preferable, and possession of a valid California motor vehicle operator's license.

**Ability to:** Plan and develop senior programs; interact courteously and effectively with staff, officials, and the public; work unusual hours to accommodate public needs; follow oral and written instructions and work independently; prepare reports and publicity as required.

**Knowledge of:** Principles and techniques of organizing and directing a variety of senior recreation activities; and word processing techniques.

CITY COUNCIL APPROVAL DATE: April 15, 1992