

**CITY OF SCOTTS VALLEY  
CLASS SPECIFICATION**

**SENIOR CENTER PROGRAM ADMINISTRATOR**

***PART-TIME / TEMPORARY***

**JOB PURPOSE**

Under general supervision, organizes, coordinates and supervises the Scotts Valley Senior Center and senior activities through adult recreation activities and programs; publicizes programs; and does related work as required. Plans, implements, promotes, and directs senior programs and activities including special events and classes.

**EXAMPLES OF DUTIES**

**Essential Duties:**

- Provide on-site direction of Senior Center and activities.
- Maintain control of Senior Center equipment and inventory.
- Assist in planning and developing future Senior Center improvements and recreational programs.
- Prepare news releases, flyers, brochures and other publicity for recreation programs and events
- Organize and direct activities related to various programs and special events.
- Assist in recruitment of special instructors and volunteers.
- Schedule use of recreation programs and assist with program registration.
- Responsible for facility upkeep.
- Maintain program and facility safety standards.
- Prepare reports on various aspects of the recreation programs.
- Assist with department and city-wide events.

**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; experience with senior programs is preferable; and possession of a valid California motor vehicle operator's license required.

**Ability to:** Plan and develop senior programs; interact courteously and effectively with staff, officials and the public; including irregular hours to accommodate public needs; follow oral and written instructions and work independently; prepare reports and publicity as required. Operate personal computer using word processing and spreadsheet programs.

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

CITY COUNCIL APPROVAL DATE: July 21, 2010