

CITY OF SAN JUAN CAPISTRANO

SENIOR CITIZEN PROGRAM COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan and coordinate the Senior Citizen Program; including planning, developing, evaluating, and maintaining programs and services; to promote program activities and to perform a variety of tasks relative to program.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Community Services Director.

May exercise functional and technical supervision over clerical, part-time and seasonal staff, and volunteers.

ESSENTIAL FUNCTION STATEMENTS . *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Coordinates a variety of recreational programs, activities and special events related to the Senior Citizen Program.
2. Assists in assessing senior citizen community needs in the areas of nutritional and health programs, physical fitness, leisure and educational classes, special events, and human services; assists in developing and implementing programs aligned with the Senior Citizen Program.
3. Plans and coordinates marketing efforts; prepares brochures, flyers, bulletin boards, marketing materials, and other publicity releases.
4. Participates in recruiting, interviewing and selecting part-time staff, instructors, and volunteers; supervises and oversees staff members and volunteers; coordinates and/or provides training.
5. Participates in the preparation of the Senior Citizen Program budget; submits budget recommendations; monitors expenditures for program.
6. Prepares requisitions for purchasing supplies and equipment related to the Senior Citizen Program; establishes and maintains inventory control for program.
7. Coordinates with other departments, divisions and outside agencies; makes presentations to professional groups and social and community organizations.
8. Recommends and assists in developing goals, objectives, policies and procedures.
9. Solicits sponsorships for events; follow-ups with potential supporters as appropriate.
10. Performs related duties and responsibilities as required.

CITY OF SAN JUAN CAPISTRANO
SENIOR CITIZEN PROGRAM COORDINATOR (Continued)

QUALIFICATIONS

Knowledge of:

Techniques of organizing and directing recreation, leisure and human services programs.
Principles and practices of recreation and leisure services and program development.
Principles and procedures of record keeping.
Modern office procedures, methods and equipment including computers.
Marketing theories, principles and practices and their application to a wide variety of leisure services.
Pertinent Federal, State and local codes, laws and regulations.

Skill in:

Coordinating a variety of recreational programs, activities, and special events.
Instructing a variety of recreation and leisure services classes.
Integrating City-wide programs with the needs of the community.
Assisting in assessing community needs in the areas of recreation, leisure, and human services.
Eliciting community and organizational support for recreation programs.
Preparing clear and concise reports.
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience in administration and supervision of Senior Citizen programs and services including community outreach and fund development.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, human services, gerontology, or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid C.P.R. certificate.
Possession of, or ability to obtain, an appropriate, valid first aid certificate.
Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work in both indoor and outdoor recreational facilities.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.