



City of Pascagoula Job Description

Senior Citizen Coordinator

DEPARTMENT: Parks and Recreation **LABOR GRADE:** 109
EXEMPT(Y/N): Yes **POSITION CODE:** 300010
REPORTS TO: Assistant Parks and Recreation Director

MEETING PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUMMARY:

This position is responsible for planning and coordinating all activities and programs of the Senior Citizens' Center in accordance with all applicable laws and City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Plans programs and special events for senior citizens; solicits appropriate, trained individuals to conduct programs.
- Develops and administers budget for the Senior Center.
- Establishes and maintains contacts with provider and referral agencies which are either directly or indirectly concerned with the elderly; coordinates the senior job registry program and Senior Center gift shop.
- Schedules and publicizes all activities for the Senior Center.
- Researches available funding sources for senior center activities and events.
- Coordinates the senior travel club monthly, quarterly, and semi-annual trips.
- Creates and distributes a monthly newsletter; prepares news releases; handles all public relations for the Senior Center and travel club.
- Any other duties assigned by the Assistant Parks and Recreation Director.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.

SUPERVISORY REQUIREMENT:

This position directly supervises the Senior Center Aide, Senior Center Assistant, and all other instructors or aides assigned to the Senior Center on a daily basis.

EDUCATION and/or EXPERIENCE:

A high school graduate or its equivalent and bachelor's degree in gerontology, social services, recreation, or related field are required. Past experience, in a supervisory position, working with senior citizens or any combination of education and experience that results in the required knowledge, skills, and abilities is required.

SPECIAL QUALIFICATIONS:

Computer proficiency in MS Word, Excel, Publisher, and Outlook is required; previous experience with MUNIS software is preferred. Advanced knowledge of the problems, attitudes, and behaviors of senior citizens; knowledge of grant application and administration is essential. A valid Mississippi driver's license is required.

LANGUAGE AND REASONING SKILLS:

Ability to understand written or oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required to effectively present information in a one-on-one and small group setting. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential. Strong interpersonal skills are essential to develop and maintain effective working relationships with employees and the general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position is required to regularly talk, see, and hear. The employee is also regularly required to stand; walk; sit; and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to reach with hands and arms, and to sit; climb or balance and stoop, kneel, crouch or crawl. Employee may occasionally be required to lift or move heavy objects weighing up to 30 pounds. This position is required to drive a 15 passenger van.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The majority of the work is performed indoors in a well lit, adequately ventilated, and climate controlled office. This position is occasionally required to work nights and weekends as dictated by planned activities.