

SENIOR RECREATION LEADER - SENIOR CITIZENS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Recreation Supervisor - Senior Citizens or other higher level administrator, the incumbent of this position assists in the planning, organization, coordination and implementation of recreation services, activities and programs for senior citizens in a municipality. The incumbent is responsible for providing program services that will meet the recreational and health needs of the participants. This position is distinguished from that of the Recreation Supervisor - Senior Citizens by the degree of responsibility and level of independent judgment utilized. Supervision may be exercised over subordinate level staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the planning, coordination, supervision and implementation of program activities designed to meet the specific needs, interests and abilities of the elderly;

Writes, maintains and oversees grants for senior citizen programs, such as Title IIIB and C Community Service Grants;

Prepares monthly reports and updates for superiors;

Assists in the preparation of budget estimates for various senior citizen programs;

Compiles and maintains records and statistics regarding the program;

Prepares and provides public information regarding the senior citizen program;

Attends meetings of the various senior citizen clubs in the municipality and may assist in the running of these meetings;

Assists in the planning of special events, such as trips and outings, and attends such activities;

Performs general office work pertaining to the senior citizen program;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May provide guidance and/or assistance in a variety of areas involving senior citizens, such as housing, social security, medicine, or similar program, if needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the organization and conduct of recreational activities with emphasis on the organization of those types of activities suited to the elderly (i.e. arts, drama, music, dance, crafts; outings; trips, special events, etc.); good knowledge of local and county agencies and resources providing services to the elderly; ability to prepare written material; ability to prepare and maintain records and reports; ability to work closely and effectively with others; willingness and ability to understand the problems of the elderly; ability to inspire confidence and enthusiasm; ability to stimulate and hold the interest of senior citizen participants in both individual and group activities; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; patience; tact; creativity; reliability; initiative; conscientiousness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) six (6) years of experience in which the primary function of the position was the conduct of recreation services, activities, or programs or the operation of recreation facilities, at least six (6) months of which must have been working with senior citizens; or (b) a Bachelor's Degree* and two (2) years of work experience as described in (a), including the six (6) months of specialized experience; or (c) a Bachelor's Degree* in Recreation, Parks Resources, Leisure Services, Physical Education or related field and one (1) year of work experience as described in (a), including the six (6) months of specialized experience.

SUBSTITUTION: Possession of a current Certified Park and Recreation Professional (CPRP) certification issued by the National Recreation and Park Association or one of its authorized and recognized affiliates will substitute for five (5) years of the work experience as described above in (a). There is no substitution for one (1) year of work experience, which must have included six (6) months of specialized experience working with senior citizens.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post- secondary, degree-granting institution.

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J. C.: Competitive
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