

OPEN POSITION POSTING: Full-time Senior Citizen Coordinator

Reports To: Director of Parks and Recreation Date Posted: Wednesday, January 29, 2025

Pursuant to the Civil Service Rules for provisional appointments, candidate would be appointed provisionally and would be required to take the next Civil Service exam for this title, pass and be reachable for permanent appointment.

Hourly wage: \$27.06 See *Benefits-at-a-Glance!*

Distinguishing Features Of The Class

The work involves responsibility for coordinating a variety of social, recreational and educational activities for a senior citizen population, as well as planning and implementing needed programs and promoting cooperative relations with community organizations which provide services to the elderly. The major emphasis of the position is to provide varied programs that meet the wide range of interests of a senior citizen population and provide opportunities for seniors to participate in stimulating and rewarding leisure time activities.

Typical Work Activities

- Plans leisure time activities for senior citizens by assessing recreational, social and educational needs and desires as well as special needs of their age group.
- Consults and confers with interest groups, or a planning committee of senior citizens to insure implementation or adoption of programs which will enhance and enrich the lives of participants by fostering self-esteem and companionship through structural activity.
- Organizes and implements leisure time activities by scheduling events, reserving facilities, arranging for presentations by guest speakers, organizing field trips, etc., which are consistent with the needs and interests of senior citizens within the community.
- Plans and organizes typical recreation programs and adapts them to insure they meet the special social, recreational and educational needs of the senior citizen population.
- Assesses the effectiveness of leisure time activities through personal observation, by review of attendance reports, and through comments of participants, designs, redesigns or adapts programs and activities where appropriate.
- Maintains up-to-date financial records of various expenditures relating to program activities such as personnel, supplies and equipment, operates the program efficiently within budget guidelines.
- Provides information and referral for senior citizens to various services in the community.
- Promotes the participation of senior citizens by preparing a monthly newsletter, designing brochures, posters or flyers, contacting local media and utilizing social media.
- Coordinates activities at the senior center involving such duties as scheduling group functions, a nutrition program, outreach programs and other community service programs as well as regularly scheduled leisure time or recreational activities, overseeing building maintenance and assisting in the preparation and monitoring of the center's budget.

Full Performance Knowledges, Skills, Abilities and Personal Characteristics

- Good knowledge of organization and content of leisure time recreational activities for the elderly.
- Good knowledge of governmental agencies and the programs and services available to the elderly in the community.
- Working knowledge of the principles and practices of leisure time recreation planning and evaluation.
- Ability to plan, organize, implement and promote leisure time activities.
- Ability to assess effectiveness of leisure time activities.
- Ability to communicate effectively and to establish good working relationships with providers of recreation services and participants.
- Ability to recognize and meet the needs of senior citizens.
- Physical condition commensurate with the demands of the position.

Minimum Qualifications

- A. Completion of sixty (60) semester credit hours from a regionally accredited or New York State registered college or university which must include or be supplemented by twelve (12) credit hours in psychology, sociology, education, health or recreation and one (1) year of work experience, or its part time equivalent, in the planning, organizing or delivery of a recreation program, or elderly services program or a senior citizens program; or,
- B. Three (3) years of work experience, or its part time equivalent, in education, social work, recreation, health services or a field closely related to human services, one (1) year of which must have been in the planning, organizing, or delivery of a recreation program, or elderly services program, or senior citizens program; or,
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: A baccalaureate degree in recreation from a regionally accredited or New York State registered college or university may substitute for qualifications listed in (A) and (B) above.

APPLY FOR THIS POSITION!

Deliver Resume to: ebacon@townofcamillus.com, or

Mail resume to Camillus Parks and Recreation, 4600 West Genesee St. Syracuse, NY 13219