



## ACTIVITIES COORDINATOR

DEPARTMENT: COMMUNITY SERVICES

**GRADE 12**

### CHARACTERISTICS OF THE CLASS:

Under the general direction of the Adult Day Care Coordinator, the incumbent is responsible for planning and implementing recreational programming at a Senior Center Facility. Work includes the planning, organizing and promoting of special events, the operation of programs, and facility safety. Work is reviewed through conferences and written reports for adherence to established policies and procedures.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assist with planning organizes, scheduling and directs recreation activities and programs such as theme days, holiday parties, trips sign ups, classes, and special events for the Adult Day Care Programs.
2. Assist in the planning of fundraising events, contest, arts and crafts shows, concerts, dances, picnics etc.
3. Prepares publicity on activities and programs, solicits active interest, participation and support of community groups and agencies, and businesses.
4. Assist with coordination of Senior Center services and the use of center facilities with groups and individuals, schedules and supervises use of classrooms.
5. Responsible for collecting of monies and balancing of receipts for trips and activities.
6. Maintain records as required for the activities program.
7. Perform basic clerical duties as necessary, including knowledge of computers and programs needed to produce flyers, handouts arid monthly calendars.
8. Assists with ordering and inventory of supplies and equipment
9. Other work tasks as assigned.

**NOTE:**

The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

## **REQUIREMENTS:**

### **A. Training and Experience**

High School Diploma supplement with two (2) years of progressively responsible experience in recreation and/or leisure services, or an equivalent combination of training and experience. Prefer experience in geriatric setting.

### **B. Knowledge, Abilities, and Skills**

Knowledge of principals and practices of community leisure services.

Ability to plan, organize and implement activities and special events for the frail elderly and Alzheimer's clients.

Knowledge of safety practices and procedures as applied to recreational activities.

Ability to plan, assign and supervise the work of subordinates.

Ability to establish and maintain effective relationships with employees the public and the senior client.

Ability to develop effective publicity and senior fund-raising programs.

Ability to communicate effectively, orally and in writing.

### **C. Physical Requirements: 2**

### **D. Environmental Requirements:**

### **E. Sensory Requirements: 3,6,8,9**

**Revised – 8/2007**