

## SENIOR CITIZEN CENTER DIRECTOR

### DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position involving the responsibility for planning and directing the running of a town recreational senior citizen center. The work is carried out in accordance with the policies outlined by the local recreation committee and the Town Supervisor. Leeway is allowed in planning a complete recreation program for senior citizens using the center. The work is performed under the general direction of the Town Supervisor. General supervision is exercised over all personnel at the senior citizen center.

### TYPICAL WORK ACTIVITIES:

1. Oversees overall management of the senior citizen center including program development and day to day direction of the running of the center;
2. Conducts studies of recreational needs and interests of senior citizens and recommends improvements in programs, facilities and equipment;
3. Supervises all personnel working at the center, and makes recommendations to the Town Board concerning hiring new employees;
4. Prepares detailed agendas (daily, weekly, monthly) of the center's planned activities and disseminates to appropriate staff;
5. Plans and conducts a variety of educational, social, cultural and recreational programs for participants at the center;
6. Organizes and participates in all field trips, picnics, etc.;
7. Prepares and manages the authorized recreation budget and purchases necessary supplies and equipment;
8. Responsible for ensuring proper maintenance and security of the center facility;
9. Recruits and schedules guest speakers, center volunteers, etc.;
10. Prepares required reports, writes regular news releases, holds public information meetings and handles all matters related to publicity;
11. Promotes and maintains good relationships and communication lines between and among center personnel, participants and the community;
12. Handles emergency situations using independent judgement and a high degree of sensitivity;
13. Represents the center at various community and town meetings as necessary;
14. Does related work as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices, equipment and facilities necessary to direct a modern recreation program; good knowledge of recreational needs and interests of senior citizens; good knowledge of community agencies, particularly those related to services for senior citizens; ability to supervise, plan and direct the work of others; ability to communicate clearly and effectively, both orally and in writing; ability to establish satisfactory contacts with all segments of the community; ability to organize and schedule activities; initiative; resourcefulness; tact; sensitivity; good judgement; physical condition commensurate with the demands of the position.

**SENIOR CITIZEN CENTER DIRECTOR** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND

EITHER:       (A)     Completion of two years of college (30 credits equal to one year) with major work in education or recreation or a related human service field:

OR:            (B)     Two (2) years of paid work experience in planning, teaching or conducting recreational programs;

OR:            (C)     An equivalent combination of training and experience within the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State Motor Vehicle Operator's license at time of appointment. In addition, the appointing authority may require completion of a basic first aid or CPR course by the end of the probationary period.

RC0207

ADOPTED:    09/30/91

REVISED:    12/19/91

05/24/94