CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE:	**SENIOR CENTER MANAGER**	**CLASS: 168**
Department:	Parks & Recreation	Title Originated:
Date:	July 2, 2012	Title Revised: 2001
Reports To:	Parks and Recreation Director	Updated: 2012

General Statement of Duties:

Under direction of the Parks & Recreation Director, the Senior Center Manager oversees operation of the City's senior center and related activities. This supervisory position involves the use of judgment, supervisory ability and skills in senior citizen recreation planning. The work involves supervising department sponsored programs, classes, activities and staff.

Essential Functions of the Position:

Plans, promotes, organizes and directs a wide variety of recreational activities, trips and excursions to various points of interest and other related programs;

Develops a budget for programs including staff and supplies, tracks this budget throughout the length of the programs and provides quarterly reports to the Director on the status of each program;

Interviews, supervises, trains and evaluates recreation leaders, part-time staff and volunteers;

Works in partnership with civic and senior oriented groups in developing and coordinating programs and activities;

Supervises the purchasing, inventory, maintenance and use of equipment and supplies including the senior van and bus;

Schedules and coordinates senior programs within the Community Center and other community parks and facilities through the Recreation Superintendent;

Follows the policies of the Parks & Recreation Department and interprets them to staff;

Maintains records on all programs and prepares all necessary reports;

Performs all related tasks as are needed and required.

Knowledge, Skills and Abilities:

Advanced knowledge of the principles, techniques and responsibilities of planning, promoting and organizing senior citizen recreation activities;

Knowledge of the rules and equipment used in various recreational activities;

Ability to instruct others in senior citizen recreational activities and to schedule and coordinate these activities, which require strong communication skills;

Ability to plan, supervise and coordinate the work of both volunteers and professional personnel;

Ability to adapt programs to the needs of senior citizens and to instruct various recreational activities;

Ability to maintain effective working relationships with City employees, residents and the public;

Ability to keep records and prepare all needed/necessary reports;

Ability to work flexible hours including evenings and weekends as necessary;

Ability to lift and carry heavy objects as required for transportation, set up and conducting activities.

Minimum Requirements of the Position:

This individual must be a graduate from an accredited college or university with a Bachelor's Degree in Recreation or other related field or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Maintain a current certification in CPR and First Aid. Possess a valid Ohio Driver's License.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 22-2012; Effective July 2, 2012