

SENIOR PROGRAM RECREATIONAL AIDE - PT

Reports to: Senior Services Coordinator
Position Control No.: 741401

Department: Recreation & Tourism
 Exempt Non-Exempt
 Full Time Part-Time Seasonal

Department Head Approval: _____ Date: _____

JOB SUMMARY: Work is performed under the supervision of Senior Services Coordinator. Responsible for continuous involvement of the Senior Citizens Program and performs in a professional work manner in implementing transportation services and operating recreation activities. Duties may include opening and/or closing the program facility. Work indoors and outdoors in extreme temperatures; heat, cold temperature swings and inclement weather during special city functions/events. Duties performed may require working early mornings, nights, weekends and some holidays; and work related to the Recreation and Tourism Department and City.

ESSENTIAL JOB FUNCTIONS:

1. Transporting seniors to and from the center, special functions, etc
2. Oversee senior members and volunteers in organized recreational activities and special events.
3. Plan, implement and evaluate daily recreation activities and services.
4. Analyze program needs and recommend new and innovative program ideas to maintain current trends as well as decorating senior area.
5. Enforce policies, rules, and regulations, interpreting department and city policies and regulations to senior staff and the general public.
6. Ensure that work conditions are adequately maintained to prevent accidents; reports potential hazards or unsafe conditions to the Senior Program Coordinator as well as inspecting the bus/vehicle and make sure its clean daily.
7. Complete required documentation for transportation and congregate meal program.
8. Assist in serving daily congregate meals.
9. Clean Senior area on an as needed basis
10. Assist or act in behalf of Senior Services Coordinator.
11. Cover for Fulltime driver as needed.
12. All other duties assigned.

ESSENTIAL QUALIFICATIONS:

1. Understand and good knowledge of the proper principles and practices of senior programs and activities.
2. Ability to establish and maintain courteous and effective working relationships with members, volunteers, guests and employees of the city.
3. Ability to communicate effectively with the public on a regular basis.
4. Ability to supervise large groups of senior aged citizens both visually and audibly to ensure health safety standards and orderly integration of programs.

5. Ability to cope with high noise levels.
6. Ability to drive a 23 passenger handicap van and mini bus.
7. Ability to carry, push, pull, drag, or hold up to 30 lbs.
8. Operates standard office equipment including personal computer, calculator, copy machine, and telephone.

PREFERRED QUALIFICATIONS:

1. High School Diploma or GED
2. Specified training as required: Valid Texas Class C Drivers License or P endorsement, Commercial Drivers License (CDL), First Aide/CPR Food Management Certification and HGAC Certifications

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date