

City of Shakopee
POSITION DESCRIPTION

TITLE: Recreation Specialist, Senior Services
DEPARTMENT: Parks and Recreation
CLASSIFICATION: Specialist
REPORTS TO: Recreation Supervisor
STATUS: Full-Time, Non-Exempt
PAY GRADE: 130
LAST REVIEWED: 05/16/19

SUMMARY

Responsible for organizing, coordinating and implementing recreational programs for seniors. Works daily with senior citizens as well as other customers to serve as the city's primary point of contact for senior and aging related services. Under the general supervision of the Recreation Coordinator, this position researches, analyzes and assists with development of new programming and evaluation/redesign of existing programming for seniors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides excellent customer service to the public as the city's primary point of contact for senior citizen and aging related services, programs and information.
- Coordinates, organizes, implements and supervises senior recreational programming such as activities, seminars, educational sessions and excursions for senior citizens such as space, materials, food, presenters and transport.
- Collaborates with other organizations with senior citizen/aging related missions or services to align services and leverage partnership opportunities.
- In collaboration with others; writes, designs and implements marketing plans for senior programs and services.
- Prepares research, analysis and best practices review and collaborates with department leadership to evaluate, design and budget for senior programming.
- Researches and assists with the development of grant applications to increase revenue for senior services and aging related programming.
- Assists with the development of volunteer lists and volunteer opportunities and builds relationships with the senior citizen community to help place volunteers with opportunities.
- May represent the city at meetings and events related to senior services and aging.
- Other duties as assigned or apparent including assisting with general supervision and customer service at the community center and community events.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to provide excellent customer service by being fair, accountable, courteous and trustworthy.
- Knowledge of senior citizen and aging related programming and services.
- Ability to multi-task and coordinate multiple aspects of programs, services or events.
- Ability to build relationships and work collaboratively with customers, fellow employees and partners.
- Ability to work with independence and exercise good judgement in the absence of a supervisor.
- Enthusiasm for senior services and aging related services and an eagerness to learn and implement new and creative ideas.
- Experience working in group situations to generate programming ideas, collaborate efficiently and solve problems collectively.
- Ability to write, develop and create materials to promote and market recreation programs and to apply for external funding opportunities.

SUPERVISION

- May supervise assigned program staff or volunteers.

INTERNAL/EXTERNAL CONTACTS

- Daily interaction with the public.
- Daily interaction with community center and recreation staff.
- Occasional interaction with other city staff.

QUALIFICATIONS**Minimum Qualifications**

A total of five years of education and experience working with senior citizen/aging programming.

Desirable Qualifications

Bachelor's degree in a related field.

WORKING CONDITIONS

The normal work environment is a modern, climate-controlled office building, with moderate levels of noise generated by conversations, phones and other office equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand and move about the office; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employees is required to speak, hear and see in order to share information, receive instructions, and complete tasks using a computer screen. The employee must occasionally lift and/or move up to 25 pounds.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop Computer
- Desktop Phone
- Copy/Scanner/Fax Machine

The City of Shakopee is an Equal Opportunity Employer.