

GENESEE COUNTY

RECREATION COORDINATOR, OFFICE FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in the operation of a recreational services component of the Office for the Aging. Work may be performed under the general supervision of the Director, Office for the Aging. Supervision may be exercised over subordinates.

TYPICAL WORK ACTIVITIES:

Develop ideas for recreational programs based on consumer interest and input;
Locate required personnel and equipment for such activities at the Senior Center;
Propose fund raising activities;
After approval is obtained, fully develop these ideas and administer such fund raising activities in order to generate financial support for recreational programs;
Oversee activities of volunteers and others who may be assisting with the operation of recreational programs;
Operate programs within the confines of a budget established by the Office for the Aging;
Review all vouchers of recreational expenditures prior to submission for payment;
Makes referrals to Office for the Aging personnel of any persons who come to attention as a result of recreational programs, and are in need of various health, social and supportive services;
Meet regularly with the Director and Advisory Council members to discuss planned programs, policies, and operational procedures, and to accept suggestions related to these matters.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good knowledge of the characteristics, needs and interests and physical abilities of the aging; working knowledge of community agencies, facilities and services which can be utilized in implementing recreation programs; working knowledge of public information and relations techniques; ability to organize; ability to communicate clearly and effectively both verbally and in writing; tact; courtesy; integrity.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk, and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment 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.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Graduation from a regionally accredited or NYS registered two (2) year college with an Associate's Degree;
- OR:**
- B. Two (2) years of Recreation experience in a community recreation organization;
- OR:**
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.