

Senior Coordinator

GENERAL STATEMENT OF DUTIES: Responsible for development, supervision of all senior programs; special events for the residents of Foss Park District.

SUPERVISION EXERCISED: Supervises volunteer Senior Citizens and other volunteers for senior programs.

DUTIES AND RESPONSIBILITIES:

1. Plans and implements comprehensive programs and trips for the older adult population programs consistent with goals and objectives of Foss Park District. Keeps alert to current trends with geriatric field and keeps alert to needs and desires of program participants.
2. Conducts meetings, special event, oversees elections and obeys by laws.
3. Prepares P.O. and check request in accordance with established accounting procedures.
4. Maintain a system of records and reports and submits all necessary reports on a time basis.
5. Abides by and follows all policies and procedures of Foss Park District.
6. Assist in proper inventory of all supplies and materials and assists in risk management.
7. Responsible for promotion and publicity of Senior Programs. Submits copy for Park District brochures. Strives to create community awareness of the recreational needs of seniors.
8. Establishes and nurtures a positive public image. Attends regularly community meetings that have importance to the effective functioning of assigned program area.
9. Works cooperatively with recreation staff and other departments to schedule facilities to avoid conflicts in program implementation and vehicle usages.
10. Attends scheduled staff meetings, training, workshops as assigned.
11. Complete forty hours of job related training yearly.
12. Perform other related duties as required or assigned.

HOURS: Senior Coordinator shall be on duty as required of the position or scheduled by the Recreation Supervisor.

QUALIFICATIONS: Documents that establish both identity and employment eligibility are required.

EDUCATION: Preferred Bachelor of Science in Recreation and Parks Administration or Gerontology or related field desirable. A combination of education and work experience may substitute for B. S. degree.

EXPERIENCE: At least one (1) experience in program planning for seniors.

Knowledge and Abilities: • General knowledge of recreation, parks and leisure field with special emphasis in gerontology. • Considerable knowledge and abilities to plan, organize, supervise and evaluate senior programs, special events and trips. • Ability to deal effectively and courteously with the public and staff. • Ability to communicate effectively both orally and in writing.

LICENSES: • Valid Driver's License. • CPR

PHYSICAL REQUIREMENTS: Physical condition adequate to drive park district vehicle(15 passenger non-CDL license bus), to conduct programs, special events and trips.

If interested, please submit your resume by May 11, 2018 to Brad Skof, Business Manager, bskof@fossspark-district.org, Foss Park District 1730 Lewis Ave. North Chicago, IL 60064 847-689-7480