

City of Streetsboro



JOB POSTING

Deadline: December 10, 2021

JOB TITLE:	SENIOR CENTER ACTIVITIES COORDINATOR
DEPARTMENT:	SENIOR CENTER
IMMEDIATE SUPERVISOR:	DIRECTOR PARKS & REC.
STATUS:	FULL-TIME NON-EXEMPT, UNCLASSIFIED
COMPENSATION:	\$15.00 - 20.45/Hourly

POSITION SUMMARY

Activities Coordinator is responsible for the implementation of programs, activities and special events, the maintenance upkeep and inventory of program supplies and for the daily operations of the Senior Center.

- Responsible for providing excellent customer service in person and via telephone, communicating in a timely and professional manner with citizens, visitors, city employees, vendors, contractors, applicants, and the public, representing the best interest of the city, anticipating needs, and resolving customer service inquiries.
- Implements/runs Senior Center programs, activities and special events as scheduled.
- Recruit and coordinate contract employees and volunteers.
- Responsible for set up and clean-up of Senior Center programs and activities.
- Responsible for providing program and Senior Center activity information for department's Program Guide as scheduled.
- Contributes to the advertisement of departmental facilities and Senior Center programs
- Ability to transport program participants in department vehicle.
- Maintain program equipment, inventory and supplies.
- Maintain program registrations, records and rosters.
- Communicates with the public in regards to Senior Center programming, takes suggestions, concerns and feedback.
- Conducts evaluations on Senior Center programs.
- Performs other duties as assigned.

Department of Human Resources

9184 State Route 43, Streetsboro, OH 44241 P:330.626.4942 F:330.626.6087

www.cityofstreetsboro.com

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QUALIFICATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Previous experience in programming activities for seniors, recreation programming or related college coursework. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to ensure that individuals with disabilities are able to perform the essential functions.

- High School diploma or general education degree (GED), and related experience and/or training; or equivalent combination of education and experience.
- Ability to read, and interpret documents such as safety rules, operating and maintenance instruction, general business periodicals, professional journals and technical procedures, or governmental regulations. Ability to write routine reports and correspondence. Ability to speak effectively.
- Ability to work with mathematical concepts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to recognize potentially unsafe conditions and behaviors and correct them in a positive and appropriate manner.
- Working knowledge of computer system functions. Knowledge of modern office procedures. Ability to access, input, and retrieve information from computer. Ability to operate calculator. Ability to keyboard minimum sixty-five (65) words/minute accurately.
- Ability to establish and maintain cooperative relationships with other employees. Ability to successfully interact with all levels and types of customers. Working knowledge of Microsoft Office. Excellent public relations skills.
- Must possess a valid State of Ohio driver's license with an acceptable driving record.
- Must be dependable and have flexible work schedule to include evenings, weekends and holidays.
- Must be eligible to work in the United States.

Applications are available on the City's website at www.cityofstreetsboro.com Department/Human Resources. Forward a completed, signed City employment application, resume, and (3) references to Slockhart-reese@cityofstreetsboro.com or:

City of Streetsboro
Human Resources Dept.
9184 S.R. 43
Streetsboro, Ohio 44241

The City of Streetsboro is an Equal Opportunity Employer

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