

City of Concord Parks and Recreation Department

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JOB DESCRIPTION

TITLE: SENIOR CITIZEN COORDINATOR

OVERVIEW: Concord Parks and Recreation Department is looking for an outgoing, enthusiastic and energetic person to fill a new part time Senior Citizen Coordinator position. The position is responsible for assisting in the planning, organizing, and running our senior citizens program.

QUALIFICATIONS: Associates Degree in education, recreation or closely related field of study and at least 2 years of related experience; or a combination of education and experience working specifically with Senior Citizens will be considered. Applicants must have current Red Cross First Aid and Infant & Child CPR. All applicants 18 years of age and older will be required to pass a Criminal Background Check and Driving Check.

RESPONSIBILITIES:

- Works under the general supervision of the Recreation Supervisor.
- Assist in organizing, planning and supervising events for our senior citizens.
- Assist with promoting camps and programs through press releases, posters and other marketing resources.
- Assist with the gathering of program surveys, compiling results in excel and preparing reports on findings using Microsoft word.
- Ensures all required paperwork is completed in a timely manner such as contracts, time sheets, attendance reports and maintenance reports.
- Follows established procedures regarding accidents, discipline or facility problems.
- Follows and enforces department rules and regulations.
- Strives to establish positive public relations for the Parks and Recreation Department and the City of Concord.
- May be required to lift items that weigh more than 25 lbs.
- Meets with Community Partners to plan events

WORK HOURS: Due to programming and event supervision, hours may change on a weekly basis and may include evening and some weekend hours. Normal work week will 6 - 10 hours a week, year round. Work hours will be Mondays 9 am to 1 am and Wednesdays 9 am to 1 pm. As programs and participation grows so will the number of hours.