

SENIOR CITIZEN PROGRAM SPECIALIST

Code No.: 6-19-035
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for planning, organizing, and implementing programs that encompass the recreational, emotional and health needs of senior citizens. Duties involve working directly with senior citizens, staff and volunteers at a senior center, community center or similar location and providing direct customer service to senior citizens such as outreach and wellness checks to improve quality of life. The employee reports directly to, and works under the general supervision of a Town Supervisor, Director of Recreation or other higher-level staff member. General supervision may be exercised over lower-level paid and volunteer staff including kitchen staff and drivers. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Plans, organizes and implements recreational programs and special activities, such as clubs, trips, sales and luncheons as dictated by the needs and interests of program participants;

Supervises all program activities on and off the premises to ensure smooth functioning and the safety of the participants;

Conducts meetings with program participants, volunteers and staff;

Produces newsletters, trip handouts and general publicity for group activities;

Maintains accurate program participant information;

Assists program participants with resolving problems;

Refers program participants to agencies for additional needed services;

Composes correspondence and writes and maintains reports;

Speaks to community groups on the needs of senior citizens;

Participates in training seminars and conferences;

Visits sick or home bound members;

Produces correspondence, lists, reports and publicity information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the characteristics, needs, interests and problems of senior citizens; good knowledge of the community agencies that provide services to senior citizens; working knowledge of effective public information and public relations techniques; ability to communicate orally and in writing; ability to maintain confidentiality; ability to establish good working relationships with others; ability to supervise staff and volunteers; ability to plan and organize senior citizen programs and activities; ability to speak in front of a group; ability to conduct meetings; ability to provide sound advice to senior citizens; ability to produce publicity information and newsletters and utilize related software; ability to maintain financial/budgetary records; good judgment; physical condition commensurate with

the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a recreation, education, social science or behavioral science field plus one (1) year paid full-time or its part-time equivalent experience in planning and conducting recreation or human services program activities for the elderly; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above plus three (3) years paid full-time or its part-time equivalent experience in planning and conducting recreation or human services program activities, one (1) year of which must have been for the elderly; OR,
- (C) Five (5) years paid full-time or its part-time equivalent experience in planning and conducting recreation or human services program activities, one (1) year of which must have been for the elderly; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

REVISED: December 16, 1982

REVISED: April 8, 2021