

COMMUNITY AND SENIOR SERVICES COORDINATOR

Code No. 6-19-036
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position responsible for the daily operations of a community and senior center which serves the recreational, emotional, social, and nutritional needs of program participants. The employee reports directly to, and works under the general supervision of, a village/town administrator or other higher-level staff member. General supervision is exercised over subordinate staff. 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.)

Promotes the organization and administration of program activities and services to ensure maximum efficiency;

Assists with the preparation of short-and long-range plans to meet community needs for recreation programs and activities, including a lunch program;

Oversees delivery of year-round services provided to youth and senior citizens;

Develops, coordinates, and ensures preventive youth service programs;

Works with other agencies concerned with recreation services and the welfare of citizens;

Plans, schedules, implements, and supervises prevention and intervention programs, outreach and community liaison activities;

Promotes programs to the community through various types of media;

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

Prepares, monitors, and maintains a department budget;

Conducts meetings with members, volunteers, and staff;

Refers youth and senior citizens to agencies for additional services as needed;

Composes correspondence and writes reports;

Maintains participant information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the organization and conduct of diversified recreation programs appropriate to stimulate the social, intellectual, and physical needs of all age groups, specifically youth and the elderly; good knowledge of the special needs, characteristics, interests, and limitations of all age groups; good knowledge of community agencies providing services to the elderly; working knowledge of public information and public relations techniques; working knowledge of techniques for conducting a meeting; working knowledge of the principles of financial record keeping and budgeting; working knowledge of

proper problem solving techniques; ability to explore and utilize available community resources to enhance and augment existing programs; ability to communicate well orally and in writing; ability to maintain confidentiality when dealing with members' problems, concerns, and special needs; ability to establish good working relationships with others; ability to supervise staff; ability to plan and organize; ability to prepare, monitor, and maintain a budget; ability to utilize a computer in the performance of duties; ability to promote community center programs through various types of media; 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 with a Bachelor's degree in Human Services, Psychology, Social Work, Recreation, Education or a closely related field, plus two (2) years paid full-time or its part-time equivalent experience assisting with or planning and implementing recreation or related activities for members of the community; OR,
- (B) Graduation with an Associate's degree in one of the fields mentioned in (A) above, plus four (4) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess 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

ADOPTED: October 5, 2006

REVISED: March 6, 2025