

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 citizens of all ages. The employee reports directly to, and works under the general supervision of, the Director of Constituent Services or other higher-level staff member. General supervision is exercised over a 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 insure 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 senior citizens;

Develops, coordinates and insures preventive and remedial youth service programs;

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

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

Promotes programs to the community via various publicity avenues;

Provides short term crisis intervention;

Provides overall supervision of all program activities on and off the 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 senior citizens and youth to agencies for additional needed services;

Composes correspondence and writes reports;

Maintains accurate membership 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, specifically youth and the elderly; good knowledge of community agencies that provide services to the elderly; working knowledge of public information and public relations techniques; working knowledge of the techniques for conducting a meeting; working knowledge of the principles of financial record keeping and budgeting; working knowledge of proper problem solving techniques in situations involving members and other areas; ability to explore and utilize available community resources to enhance and augment existing programs; ability to communicate well orally and in writing; ability to provide adequate short term crisis intervention; 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 and produce publicity information; 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 Recreation, PLUS four (4) years of full-time or its part-time equivalent experience in planning and implementing recreation or related activities* for youth** and/or the elderly, two (2) years of which must have involved short term crisis intervention; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Social Work, Human Services or other related field having successfully completed a minimum of thirty (30) college semester credit hours in the social and/or behavioral sciences, PLUS four (4) years experience as described in (A) above, two (2) years of which must have involved short term crisis intervention; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Recreation, PLUS three (3) years experience as described in (A) above, two (2) years of which must have involved short term crisis intervention; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Social Work, Human Services or other related field having successfully completed a minimum of thirty (30) college semester credit hours in the social and/or behavioral sciences, PLUS three (3) years experience as described in (A) above, two (2) years of which must have involved short term crisis intervention; OR,
- (E) An equivalent combination of training and experience as defined by the limits of (A), (B), (C), and (D) above.

*Related activities is defined as employment as a program director or instructor of physical education, music, studio, arts, dance, dramatics, swimming, etc.

**Youth is defined as any person having an age of, or between, seven (7) and twenty-one (21).

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with

the Monroe County Government will be required to pass a pre-employment drug test.

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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 5, 2006