



## CLASS SPECIFICATION

Class Title: Senior Center Activities Coordinator  
Department: Health – Senior Services  
FLSA: Non-Exempt

Class Code: 514  
Eff. Date: 4/13/18  
Grade: 14

### GENERAL PURPOSE

Under the direction of the Senior Center Coordinator or Senior Centers Manager, plans and coordinates activities for the senior citizen population in the community.

**EXAMPLE OF DUTIES** (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Plans, coordinates, monitors and evaluates a variety of programs, activities, classes and trips for senior citizens. Assists in center publicity; promotes center functions to increase activity participation; creates communication materials which may include newsletters, brochures, announcements and flyers.

Communicates a schedule of activities to staff and volunteers; maintains activities calendar and distributes calendar to community partners, senior citizens and their families. Maintains accurate program records; track reservations, class attendance and updates database regularly. Maintains center reports; assists with creating center performance measures, quality improvement projects and annual documents.

Recruits, trains and directs volunteers to help with center activities and programs. Ensures accurate tracking and reporting of volunteer hours, attendance, participation, lunches, etc. Responsible for the recruitment, training and supervision of the job-training program participants.

Understands and complies with current with center operations and procedures; assists in center operations on a daily basis; provides information and assistance to clients and the general public in person, by email and/or over the phone. Reconciles cash register transactions; prepares daily deposits; prepares and submits required financial reports.

Communicates with supervisors, staff and the public to ensure efficient operation of the facility. Exhibits professional work behaviors and work to establish team relations; collaborates with department and inter-agency personnel to improve program quality.

Assists in the development, planning and implementation of special events scheduled at the center. Assists with the Meals on Wheels program and other programs as needed. Teach the required classes as needed or assigned.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations. Performs other related duties as assigned.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

High school graduation (or equivalent), plus four (4) years of full-time complex clerical or administrative support experience, one (1) year of which must include planning and coordinating activities, events and/or classes. An acceptable combination of education and experience may be considered.

**Preference for work experience at a senior center or in public health.**

### 2. Special Qualifications:

Must pass a criminal history background investigation.

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

### 3. Necessary Knowledge, Skills and Abilities:

Considerable knowledge of: Davis County Senior Services programs, policies and procedures; gerontology and community resources available to senior citizens; appropriate recreational activities for older adults; County Policies and Procedures; department policies and procedures. Working knowledge of: volunteer recruitment and retention methods; record keeping; handling and counting cash.

Skill in: using all applicable computer hardware and software programs/applications, including Microsoft and Google applications; office equipment including a multi-line telephone, multi-use copier, calculator, etc.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: assign, supervise, and evaluate the work of volunteers; exercise sound independent judgment; relate well to center personnel, senior citizens, volunteers, and the public; apply critical thinking skills; analyze and solve problems; respond to complaints; coordinate schedules and services; efficiently use computer hardware and applicable software; communicate effectively (verbally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, Center patrons/families, other agencies, and the general public.