

CITY OF BERLIN
POSITION DESCRIPTION
FOR
SENIOR CENTER & RECREATION FACILITIES DIRECTOR

SUPERVISOR:	City Administrator
SHIFT/HOURS:	7:30-4:30PM. M-F generally (other hours as needed) – salaried position

JOB SUMMARY

The Senior Center & Recreation Facilities Director is responsible for managing and overseeing the Senior Center and City owned recreational facilities and amenities. This involves the planning and coordination of senior programming, regular and special event planning, managing the senior nutrition and transportation programs, and coordinating the rental/reservation of the City's sports fields, park shelters and camp ground. The Director is directly responsible for working with various agencies to provide services and event planning for older adults, and for record keeping, bookkeeping functions, managing public relations and facility/staff coordination.

ESSENTIAL JOB FUNCTIONS

- (1) Plans and directs training programs and development initiatives for Senior Center staff. Hires, trains, and directly supervises all Senior Center, nutrition, and transportation staff. Clearly defines and effectively delegates work assignments to staff; provides support and offers guidance to staff as they carry out their assigned tasks.
- (2) Facilitates County senior nutrition program and senior transportation program and the development of long-range plans. Also includes researching and seeking out of potential grants or any governmental funding programs (including local, state, and federal programs on older adult programs and recreation facilities needs), prepares and plans information pertaining to applications for state and federal funding of projects. When needed, performs duties of the cook for the nutrition program.
- (3) Serves as staff liaison to the Parks and Recreation Commission and Committee on Aging; keeps Commission/Committee informed of pertinent issues and guides their efforts to provide the City Council with meaningful advice. Provides all correspondence for Commission/Committee (i.e. monthly agendas, commission meeting packet, coordinate minutes, maintain commission files, and any other correspondence that pertains to issues the commission must act upon.) Keeps the City Administrator informed of any important developments on a timely basis; attends Parks and Recreation Commission, Committee on Aging, and City Council and all other meetings as required or directed; also serves on various committees as assigned.
- (4) Administers the camp ground and pavilion rental program. Manages reservations,

collects fees, and ensures policies are communicated and up-to-date.

- (5) Directs public relations and marketing initiatives. Coordinates updates to City and Senior Center websites and social media, writes weekly press release to local papers and media outlets, coordinates advertising initiatives for campground. Works with the school district, counties and other social service agencies to determine the needs of special population groups, which are economically or socially disadvantaged. Directs a strong public relations program; delivers presentations to community groups, professional groups and others; and oversees the development of promotional materials.
- (6) Attends seminars and continuing education to stay abreast of latest trends in senior needs, programming and maintenance. This includes memberships to related organizations in the field of aging, seniors and recreation as required and/or approved by the governing committee.
- (7) Develops and maintains effective communications with the school district and other community groups.
- (8) Maintains accurate records of senior programming including program registration and data. Responsible for submission of all applicable weekly, monthly, quarterly, semi-annual or annual reports as required. This includes volunteer time, in-kind sheets, expenditures, facility use request and any others as needed due to local, state and federal guidelines.
- (9) Coordinate facility usage/rental (including senior center, ball fields, pavilion use, campgrounds, etc.)
- (10) Receptionist duties as needed.
- (11) Responsible for all departmental purchases, cash deposits, payroll preparation and budgeting (senior nutrition, senior center, and senior transportation) as required by the City. Aid with cash management and prepare regular deposits of senior nutrition, transportation, program, and recreational facility usage fees.
- (12) Performs other duties as needed or assigned.

SKILLS & QUALIFICATIONS

- (1) At least three years of educational and/or experienced background in human services, therapeutic recreation, geriatrics, social work, or a closely related field. Degree not required, but considered a plus.

- (2) Three years administrative and supervisory experience, preferably related to Senior Aging Needs including record and personnel management.
- (3) Working knowledge of community resources, activities and agencies geared to the needs and interests of older adults; working knowledge of the equipment, facilities, and operations.
- (4) The knowledge and ability to coordinate and manage promotional activities pertaining to senior programming.
- (5) The ability to coordinate and manage the activities of personnel; the ability to prioritize and assign jobs, to prepare schedules and anticipate staffing needs.
- (6) Substantial knowledge of municipal senior operations to include multidivisional budget preparation, capital improvement plan development and implementation, coaching and instructing.
- (7) Considerable knowledge of the field of aging and understanding of aging problems.
- (8) Knowledge of recreational activities and community resources and agencies providing service for citizens of all generations.
- (9) Knowledge and education on wellness for all generations and of state and federal agencies and their services for older adults.
- (10) The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships as well.
- (11) Multi-task oriented and ability to work positively with change.
- (12) Computer literacy including working knowledge of MS Word, Excel, Publisher, PowerPoint, recreation software, and Internet Explorer.
- (13) Valid driver's license.

PHYSICAL DEMANDS

- (1) Ability to occasionally lift and carry heavy objects of 10-50 lbs.
- (2) Ability to sit continuously for long periods of time, and occasionally reach above shoulders and bend.

- (3) While performing the duties of this job, the employee is frequently required to talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand and walk.
- (4) Eye-hand coordination is necessary to operate various pieces of equipment.

MINIMUM CERTIFICATIONS

- (1) Serve Safe Certification must be obtained with 120 days of hire.