

**VALDOSTA - LOWNDES COUNTY PARKS AND RECREATION AUTHORITY  
JOB DESCRIPTION**

**JOB TITLE: SENIOR CENTER RECREATION AIDE  
SENIOR CENTER DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs administrative work in assisting with supervising the Senior Citizen's Center, aquatic facility, and community centers. Work involves assisting with planning, organizing, teaching, and evaluating activities for participants. Reports to the Senior Citizen Supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Opens and closes center.

Plans and implements senior citizen programs. Schedules senior events at center. Sets up tables, chairs, and decorations for monthly dance and special events. Performs cleaning after special events.

Provides assistance with transporting participants to activities and facilities; with planning, organizing, and distributing the monthly newsletter of events; in evaluating programs and preparing monthly reports; in the acquisition of supplies and equipment; in planning and conducting workshops; in training volunteers and part-time employees; in ensuring the safety of senior programs; and with teaching water aerobics and in pool maintenance.

Teaches fitness classes. Prepares exercise and fitness routines. Assists in cleaning and maintenance of exercise equipment.

Sets up, cooks, and prepares food.

Collects and records membership fees. Assists in preparing bank deposits.

Assists in the preparation of requisition forms. Assists in shopping for supplies for events; prepares shopping lists for office and special events.

Creates and posts flyers.

Organizes library.

Prepares and collects daily sign-in sheets. Makes copies of documents such as receipts, sign-in sheets, etc.

Prepares and prints membership forms.

Receives and/or reviews various records and reports such as attendance records, personal checks, money orders, electronic mail, and timesheets.

Prepares and/or processes a variety of documentation such as monthly report, newsletter, calendar, deposits, and membership list.

Refers to standard operating procedures, pool and spa operator handbook, personnel policies manual, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

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Operates a variety of vehicles, equipment and machinery such as van, automobile, pool vacuum, stove, audio system, computer, copy machine, printer, etc.

Uses a variety of tools such as chemical test kit, wireless microphone, standard office tools, etc.; a variety of supplies such as muriatic acid, bromine tablets, chlorine shock, general office supplies, etc.; and a variety of computer software such as Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft Outlook, Print Artist, etc.

Interacts and communicates with various groups and individuals such as Senior Citizen Supervisor, coworkers, other department heads and staff, participants, business personnel, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Assists with Special Olympic events.

Performs general administrative / clerical duties as required, including answering telephone, preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, attending meetings, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a High School Diploma or GED supplemented by three to six months of experience in human services or a related field preferably experience in gerontology; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid State driver's license. Additional higher education in recreation, leisure services or related field is a plus. Certification in any form of physical training or coaching preferred.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines and equipment, which includes a computer, typewriter, printer, telephone system, copier, etc. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of up to twenty pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

**Language Ability:** Requires ability to read a variety of policy and procedure manuals, applications, schedules, forms, etc. Requires the ability to prepare reports, records, correspondences, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary

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occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to teach volunteers. Must be able to communicate effectively and efficiently with persons of varying ages, educational and cultural backgrounds.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles and light equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree and to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the Senior Citizen Department as they pertain to the performance of duties of the Recreation Assistant. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the principles, practices, and philosophies of the fields of gerontology, sociology, and recreation. Has knowledge of organization ordinances and other regulations, policies, and procedures pertaining to the delivery of aging services. Has knowledge of community resources available to senior citizens. Has knowledge of the human aging process and related physical, psychological, and emotional changes. Has knowledge of the role of recreation in the lives of senior citizens. Has knowledge of the rules and equipment requirements for a variety of sports and games as adapted for senior citizens. Is skilled in planning, organizing, and directing social events and activities. Is skilled in establishing priorities and organizing work. Is able to help plan and coordinate the most effective use of personnel, facilities and resources to achieve department goals. Is able to help ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision of volunteers. Is able to effectively recruit and manage volunteers. Is able to plan and implement effective recreational programming to meet the needs of various target populations. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to assemble information and make written reports and records in a concise, clear and effective manner. Has knowledge of the terminology used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Has knowledge of proper English usage, vocabulary, spelling and basic mathematics. Has

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knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Has knowledge of applicable occupational hazards and safety precautions. Has knowledge of how to react calmly and quickly in emergency situations.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**