

SENIOR CITIZENS' LEADER

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class work with older adults in the development, organization and promotion of a diversified educational, recreational and social program. The work involves giving direct leadership to activities. This class is distinguished from the Director of Senior Citizens' Center in that the program operates on a limited basis both in terms of frequency of sessions as well as scope and range of services and activities. The work is performed under the supervision of an administrative employee of higher rank, a board or a commission. Supervision is exercised over recreation specialists and volunteer workers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Organizes and supervises programs and activities to meet the diversified needs and interests of older adults;
Plans a variety of special programs such as community projects, lectures, arts and crafts, musical and social activities;
Recruits, trains and supervises volunteers working in the program;
Prepares news and publicity releases and other promotional materials;
Recommends supplies and equipment appropriate for senior citizens programs;
Refers senior citizens to other public and private agencies for specialized kinds of assistance;
Keeps simple records and makes reports;
May assist in the preparation of budget estimates for senior citizens program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of recreation administrative theory and practices as applied to senior citizens; good knowledge of the needs and interests of senior citizens; working knowledge of social group work; working knowledge of community organization; ability to plan, organize and promote activities for senior citizens; ability to work with and communicate with groups and individuals; ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and either:

- a. An Associate's degree or higher or equivalent college credits (a minimum of sixty (60) credits) that included or was supplemented by a minimum of twelve (12) credits in recreation, behavioral sciences, social sciences, human services or a closely related field; or
- b. Three (3) years of full-time paid experience with an accredited agency oriented to program development, recreation or group work for older adults; or
- c. Four (4) years of volunteer experience as noted in (b) above, except that, experience gained in a leadership or supervisory role may be credited on a 2 for 1 ratio; or

(over)

- d. Any equivalent combination of training and experience as defined by the limits of (a), (b), and (c), provided however, that any paid experience involving extensive full-time contact with adults may be substituted for up to two (2) years experience under (b) or three (3) years under (c) above.

NOTE: Volunteer work experience must be documented. Part-time volunteer work experience will be prorated in the same way as part-time paid work experience.