

**CITY OF ARCADIA**  
**SENIOR CITIZENS PROJECT SPECIALIST**

**DEFINITION**

Under general supervision, to plan and coordinate recreational activities and programs for senior citizens.

**SUPERVISION EXERCISED**

Exercises supervision over volunteer staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provide scheduled on-site information and referral to senior citizens clubs.

Compile required statistical and financial reports for income producing programs.

Coordinate health services screenings, lectures, and daily meal programs at the Community Center.

Coordinate and manage softball team, shuffleboard, and walking programs and Community Center special events.

Coordinate monthly lecture, cooking, and topical "How To" programs.

Supervise and provide necessary support for handling inquiries.

Register and account for the 55 Alive-Mature Driver Program.

Supervise issuance of Arcadia Transit ID cards.

Act as City liaison to senior citizens clubs; attend club meetings.

Recruit speakers for seminars.

Recruit, train, and supervise luncheon and breakfast, health services, recreation, information, and special event volunteers.

Develop news releases to publicize health services, club activities, and special program.

Prepare information articles for the Senior Citizens Newsletter and the City Newsletter regarding senior citizens activities.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Maintain financial records of daily breakfast and lunch programs.

Ensure accuracy in documentation of information for required monthly reports.

## **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of gerontology and social services.

Principles of supervision and training of volunteers.

Techniques used in public relations.

Modern office practices, methods, and computer equipment.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles and procedures of record keeping and report preparation.

Financial processes and procedures.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

### **Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

### **Ability to:**

Learn service agency network.

Provide high quality customer service.

Organize and delegate work assignments.

Perform responsible recreation planning and coordinating work involving the use of independent judgment and personal initiative.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

One year of experience in the field of recreation, health, or social services is desirable.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in social services.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, CPR and first aid certification.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** January, 1999