

TITLE: ASSISTANT RECREATION LEADER (SENIORS)
LEVEL: GRADE A \$16.23hr
DEPARTMENT: COMMUNITY SERVICES COUNCIL ON AGING

FUNCTION: Assists the Senior Activities Coordinator and Administrative Coordinator in developing, maintaining and supervising adult social day activities for senior citizens.

SUPERVISION RECEIVED: Works under the general supervision of the Senior Activities Coordinator and Administrative Coordinator.

SUPERVISION EXERCISED: May supervise Program Aide and volunteers under the direction of the Senior Activities Coordinator.

RESPONSIBILITIES: Assists Senior Activities Coordinator with the operation of Adult Social Day Care Program by planning and leading daily activities. Also responsible for assisting the Coordinator with recruitment of participants and volunteers. Assists with requests for the funding of special events; planning and coordination of special events.

Responsible for monitoring the activities and response to activities of each participant in order to formulate a weekly progress note. Works as a member of the therapeutic treatment care team and other staff assigned to the Adult Social Day Program. Interacts daily with participants. May assist the Elder Mental Health Outreach Team and Fresh Start Program staff with client service plans and home visits.

EDUCATION AND EXPERIENCE: Graduation from a high school or GED equivalent. Prior experience working with the elderly or persons with special needs preferred.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Must be resourceful, energetic, creative and motivating, with the ability to forge positive relationships with the public and staff. Excellent organizational skills and attention to detail. Strong verbal and written communication skills. Ability to listen to and communicate effectively. Ability to travel to and from all City Program Sites.

SPECIAL REQUIREMENTS: Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C. Must be (or become) certified and maintain certification in CPR and First Aid.

TOOLS AND EQUIPMENT USED: Personal computer, calculator, telephone, scanner, copy and fax machines.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to twenty pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this, job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in senior center/office settings. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.