

VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION & PROOF OF EDUCATION TO:
employment@spaldingcounty.com or the HUMAN RESOURCES OFFICE
CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Part-time Recreation Leader - Senior Center (Position No. 2535)
Salary: Pay Grade 5; Hiring Rate \$11.43 per hour
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Will work approximately 29 hours per week; flexible work schedule to include weekdays, week nights and weekends.
This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Requires a High School diploma or state-awarded GED required with a minimum of two to six months recreational experience (or related); or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must possess a valid Class C Georgia Driver's License.

GENERAL STATEMENT OF JOB: Under general supervision, supervises community center activity, coordinates and implements programs and events for senior adults. Duties include planning and promoting recreation programs and events; conducting registration; maintaining records and files; collecting monies and supervising facility usage during rentals. Reports to Senior Center Supervisor. In the absence of a Senior Center Supervisor reports to Nutrition Program Coordinator.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment, various sports and recreation equipment. Must be able to use body members to work, move or carry objects/materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for active work.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Plans, coordinates and implements various recreation programs, sports and special events for senior adults.

Promotes recreation programs and services. Informs public regarding program and event details and registration procedures.

Oversees public use of the Senior Center. Greets guests, supervises guest check-in, answers telephone and provides needed assistance.

Conducts registration for the various programs offered; collects money and issues receipts, etc. Utilizes computer software to process program and event registrations and facility reservations.

Maintains records and files regarding events and activities.

Utilizes computer for email correspondence, records filing and submitting required reports.

Prepares reports and work orders, utilizing online software program.

Reports incidents to immediate supervisor.

Prepares event and program sites for appropriate activity. Inspects equipment, program areas and facility for safety and security.

Plans and implements programs and events. Leads and monitors program participants.

Operates department vehicle to purchase supplies and transport program equipment.

Supervises facility usage during evening and weekends facility rentals.

Opens and closes facility, as needed.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

AD2535B

December 23, 2020