



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

I. **Name of Position:** Senior Center Recreation Leader

II. **Organization Unit:** Facilities Division

III. **General Summary:** Assist Senior Center Manager with daily operations, maintenance, and programming implementation.

IV. **Qualifications:** High school diploma, experience with senior programming desired, ability to interact with a diverse range of clientele; ability to multi-task. WCPRD is an equal opportunity employer.

V. **Special Work Conditions:** May be required to operate 15-passenger van

VI. **Position Wage:** This is a full-time position. The wage will be negotiated at the time of hire. Medical, dental, and vision insurance are available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost). Employee understands that regular wage increases are not guaranteed. Any wage increases will be approved by W.C. Fiscal Court and will adhere to policies of WCPRD.

VII. **Employee Classification:** Non-Exempt

VIII. **Essential Job Functions:**

1. Conduct various daily recreational programming activities for seniors.
2. Assist with planning, program design and development, and implementation of various arts and crafts and special events.
3. Work and coordinate with various public agencies to establish new and creative offerings to senior clientele.
4. Supervise seniors and related guests during activities.
5. Complete all assigned training.
6. Assist with cleaning of the Senior Center and all equipment.
7. Assist with the booking reservations and help with creating the Senior Center budget.
8. Lead and direct various activities and programs per the direction of the Senior Center Manager.
9. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
10. Complete any other duties as assigned by Senior Center Manager and/or Facilities Superintendent.
11. Perform all duties in a polite, professional, and respectful manner at all times with both patrons and fellow employees.

IX. **Verification of Understanding Position:**

By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

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WCPRD Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director WCPRD Signature

\_\_\_\_\_  
Date