

# City of Pell City

1905 1<sup>st</sup> Avenue North

Pell City, AL 35125

205-338-2244

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## VACANCY NOTICE

Post date: December 13, 2016

**POSITION TITLE:** Senior Center Coordinator (Park & Rec Dept)

**ANTICIPATED START DATE:** TBD

**SYNOPSIS:** This is a working supervisory position with the primary responsibility of assisting the Director of Parks and Recreation in planning, development, promotion, and continuance of quality programs especially designed for senior citizens. Duties include the coordination of facilities and personnel to best support planned activities. The incumbent works under the general supervision of the Director of Parks and Recreation.

**QUALIFICATIONS:**

- High School or GED. **Required**
- **Must be 18 years of age.**
- **Refer to job description**

**ESSENTIAL JOB FUNCTIONS:**

Refer to attached Job Description

**OTHER DUTIES AND RESPONSIBILITIES:**

Refer to attached Job Description

**SALARY:** Range 19; Salary \$35,027.20 - \$39,436.80

**APPLICATION DEADLINE/PROCEDURE:**

1. Complete application files must be received by 5pm on Wednesday, December 28, 2016 at the City Hall.
2. A complete file consists of:
  - City of Pell City employment application
  - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]

**NOTE:** Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration. Only items that are postmarked on or before the closing date can be accepted after the closing date.

3. **Applicant files that are not complete by the closing date will not be considered.**
4. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Prior to a job offer being made, applicant may be required to submit employment verifications from current and prior employers.
6. **The first consideration in filling the vacancies will be given to the most qualified applicant in the city. If no acceptable applicant is found within the city service, the vacancy will be filled from outside the city service.**
7. Application forms are available from and should be returned to:

City of Pell City  
Human Resources  
1905 1<sup>st</sup> Avenue North  
Pell City, AL 35125

Email: [dchildre@cityofpellcity.net](mailto:dchildre@cityofpellcity.net) Fax: 800-973-5698

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

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**WEBSITE: [www.Pell-City.com](http://www.Pell-City.com)**

*The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.*

**JOB DESCRIPTION**  
**CITY OF PELL CITY, ALABAMA**  
**PARKS & RECREATION DEPARTMENT**

**SENIOR CENTER COORDINATOR**

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**JOB DEFINITION**

This is a working supervisory position with the primary responsibility of assisting the Director of Parks and Recreation in planning, development, promotion, and continuance of quality programs especially designed for senior citizens. Duties include the coordination of facilities and personnel to best support planned activities. The incumbent works under the general supervision of the Director of Parks & Recreation.

**ESSENTIAL FUNCTIONS**

- Assist the Director of Parks & Recreation in planning, development, promotion, and continuance of quality senior programs for the city
- Provide for the coordination of facilities and personnel to best support planned activities
- Ensure special safety and awareness procedures as may apply to a senior citizen environment are in place and practiced
- Evaluate senior center services, programs, and recommend improvements
- Organize and supervise senior center staff
- Promote the program and community through program presentations and outreach efforts
- Prepare clear, concise, and complete reports and other written correspondence
- Represent the city at various meetings and conventions
- Hold regular meeting and training sessions to ensure staff is knowledgeable of current rules and regulations
- Maintain multiple records associated with M4A (Middle Alabama Area Agency on Aging) program
- Ensure compliance with applicable state/local health inspections
- Maintain all Senior Center equipment and property (i.e- building, vehicles, etc.)
- Must be able to stand and walk for long periods of time and physically able to lift up to 50lbs
- Ensure senior enrollment and medical information is correct and updated annually
- Ensure seniors are transported to and from various activities and programs safely
- Perform other job related duties as required

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Extensive knowledge of the Parks & Recreation Department facilities capability and capacity.
- Extensive knowledge of the rules and regulations pertaining to city-sponsored programs and events.
- Considerable knowledge of typical senior citizen programs normally sponsored by municipalities of similar size.
- Skill to operate a computer to facilitate proper and efficient record keeping.
- Ability to explain rules, regulations, and expectations in a clear and unambiguous manner.
- Ability to resolve issues between participants and/or employees in a firm but calm manner.
- Ability to professionally represent the city at various meetings and conventions.
- Ability to keep and maintain appropriate records for City and State Programs.

**QUALIFICATIONS**

- Must be a graduate of an accredited high school or hold a certificate of high school equivalency (GED).
- Must have at least two (2) years of college level course work and two (2) years experience working with seniors or four (4) or more years experience working with seniors that must include planning and supervising recreational activities.
- Must be CPR & AED certified or obtain within 30 days from date of hire.
- Must possess a valid Alabama driver's license and a driving record suitable for insurability.
- Must be willing to work non-standard hours and overtime as required (includes weekends and overnight stays).
- Must be willing to travel overnight to attend continuing education courses and workshops.
- Must be physically able to perform the essential functions of the position.
- Must possess computer skills necessary to perform the essential functions of the position.