

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** Senior Citizens Activity Leader

**TITLE #:** 1586

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for planning, organizing and coordinating recreational and social activities for senior citizens within a municipality. This class differs from that of other recreation titles in that it involves planning and coordination of activities for a specific population group. The work is carried out under the general direction of a senior official and/or municipal board. Direct supervision is exercised over recreation specialists and/or volunteer workers. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Plans, organizes and supervises programs and activities designed to meet the recreation and social needs of senior citizens;

Plans and directs a variety of programs such as community projects, lectures, exercise classes, crafts, musical and social events;

Recruits, trains and supervises recreation personnel and volunteers for the various programs;

Assists in preparation of budget for senior citizen programs and activities;

Recommends supply and equipment needs in support of all senior citizen activities and programs;

Prepares and provides informational releases and/or newsletters on the various programs and activities to the general public, local media and makes public appearances;

Provides literature and answers inquiries regarding outside events and services provided by local business organizations and municipalities;

Makes referrals to outside agencies and/or organizations regarding work placement, health, exercise, nutrition, medical and dental care, housing etc.;

Maintains records and prepares necessary reports related to senior citizen activity programs;

May obtain bids from vendors and purchase office supplies;

May prepare accounts receivable and payable ledgers and handle petty cash;

May prepare departmental payroll, handle program registrations and cash receipts;

May operator a computer and perform incidental typing;

May be required to attend First Aid/CPR training.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of recreation program theory and practices as applied to senior citizens; good knowledge of the problems of retirement and related constructive use of leisure time; good knowledge of the health and welfare needs of senior citizens; working knowledge of social group work; working knowledge of community activities and facilities; ability to plan, organize and promote activities for senior citizens; ability to maintain records and prepare reports; ability to deal with people under stress; ability to express ideas clearly and effectively; initiative; resourcefulness; patience; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of regents to grant degrees with an Associates degree; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience conducting recreation activities or programs OR in a human service agency involving the direction of staff.

JURISDICTIONAL CLASS: Competitive when full-time, Non-Competitive when part-time

REVISED: 11/15/13 dp