



# City of Gunnison

## Job Description

<b>Job Title:</b>	<b>Senior Recreation Coordinator</b>		
<b>Department:</b>	Parks and Recreation	<b>Division:</b>	Recreation
<b>FLSA Status:</b>	Non-Exempt	<b>Position Status:</b>	Part-Time
<b>Date Updated:</b>	2/12/2018	<b>Job Physical Level:</b>	Light
<b>General Purpose:</b>			
The Senior Recreation Coordinator will plan, market, and execute recreation programs and activities for seniors throughout the Gunnison Valley. The starting wage is \$15.59 and requires 10 hours per week.			
<b>Essential Duties and Responsibilities:</b>			
Job duties include a variety of managerial duties related to the planning, organizing, and coordinating the development and delivery of senior services and programs. The Senior Recreation Coordinator will meet with various senior groups throughout the community to ensure that their recreation needs and desires are being addressed.			
<b>Job Qualifications</b>			
<b>Required Education and Experience:</b>	Bachelor's degree in Recreation, Physical Education, or related field preferred. Four years of increased responsibility in recreation services, including one year of a supervisory or a leadership role.		
<b>Other Necessary Requirements:</b>	The successful applicant will be well organized and have experience planning and organizing events and programs. Experience in grant writing is preferred. Experience in working with the senior population is also preferred. A valid Drivers License is required.		
<b>Working Conditions</b>			
<b>Physical Activities:</b>	<p>It will be necessary at times to perform physical activities requiring continual walking, standing, and sitting. May be required to perform physical recreational activities such as running, jumping, climbing stairs, crawling, bending, and reaching.</p> <p>Requires the ability to lift and carry items up to 15 pounds on a frequent basis.</p> <p>Must have the ability to participate in and respond to routine conversation in person or via telephone, and distinguish telephone, printers, computers, and other auditory tones.</p>		

<b>Tools and Equipment Used:</b>	<p>Demonstrated computer literacy and experience with word processing, spreadsheet and data file management required</p> <p>Strong organizational and leadership skills as well as the ability to conduct multiple tasks concurrently is a plus. Ability to provide supervision and instruction to volunteers. Ability to work closely and cooperatively with adults, and senior citizens.</p> <p>Ability to communicate effectively, both verbally and in writing. Ability to work with various community groups and the general public.</p> <p>Demonstrated customer service/public relation skills including the ability to resolve/diffuse conflicts and complaints.</p>
<b>Supervision Received:</b>	
The Recreation Supervisor or Recreation Coordinator	

**ACKNOWLEDGEMENT OF RECEIPT  
PLEASE SIGN AND RETURN TO HUMAN RESOURCES**

I, \_\_\_\_\_, acknowledge that I have received a copy of the current job description for the position of **POSITION TITLE** with the City of Gunnison. I understand the job description does not constitute an employment agreement between the City of Gunnison and myself and is subject to change by the Management of City of Gunnison in its sole discretion. 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.

Employee Signature	Date
Supervisor Signature	Date