

CITY OF THE COLONY Status: Non-Exempt Prepared By: Senior/Community Center Coordinator	Recreation Leader (Senior/Community Center)	PARKS AND RECREATION DEPARTMENT Revised : 04/2014
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JOB SUMMARY
Under the direct supervision of the Senior/Community Center Coordinator, the Recreation Leader provides support services to the Senior Citizens of The Colony primarily during the absence of the Senior/Community Center Coordinator. Will also provide assistance to Senior/Community Center Coordinator on day trips and overnight outings as necessary. This position is responsible for providing the highest level of customer service in all personal interactions with customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Assist Senior Center Coordinator to implement, promote, oversee and attend a variety of activities, special events, day trips, and overnight outings. 2. Monitor activities, answer telephones, manage customer requests, and assist patrons. 3. Assist Senior/Community Center Coordinator with Senior Center's special events, major projects and fundraisers. 4. Communicates effectively and in a courteous manner with the customers and staff in person, in writing, via email or telephone. 5. Must have flexible schedule to be able to work days, evenings, weekends, and holidays (as necessary) and occasional overnight travel. 6. Perform daily maintenance, upkeep, and routine cleaning of facility. 7. Register patrons for programs. 8. Assist supervisor with other administrative duties and projects as assigned. 9. Ability to carry, push, pull, lift, or hold up to 50 lbs. of equipment or furniture. 10. May be required to work in extreme weather conditions for activities or events. 11. Sits for extended periods of time at desk using computer.

KNOWLEDGE, SKILLS, AND ABILITIES
<ol style="list-style-type: none"> 1. Ability to use effective verbal and written communication skills with staff and public, as well as show effective leadership. 2. Ability to use good judgement in handling customer requests, altercations and emergency situations. 3. Ability to be creative, a self-starter, and work with minimal supervision. 4. Working knowledge of computer system, software, fax machine, and copier. 5. Working knowledge of Microsoft Word, Excel, RecTrac and other miscellaneous software programs.

EDUCATION, EXPERIENCE AND CERTIFICATION
<ol style="list-style-type: none"> 1. High School diploma or GED. 2. Valid Texas drivers license. Preference given to those with CDL or ability to obtain CDL. 3. Recreation and/or Gerontology background preferred. 4. CPR/1st Aid certification or ability to obtain certification within 30 days of employment.

Employee Signature:	Date Signed:
Immediate Supervisor and/or Department Head:	Date Signed: