

# **Crawford County Commission on Aging Job Description**

## **Title**

Recreational and Wellness Coordinator

## **General Description**

To plan, organize and implement recreational and wellness activities for the older adults of Crawford County.

## **Essential Duties**

Facilitates ongoing activities and special events including long range planning, organizing and implementation.

Originates ideas for new activities and special events in conjunction with the Director. Plans, organizes and implements approved ideas.

Responsible for purchasing supplies for all activities and special events.

Maintains documentation of activity and special event attendance, cost and volunteers who served.

Trains and manages volunteers to assist with activities and special events.

Provides daily volunteer recognition as work is being done.

Works with other community organizations to foster relationships which allow the agency to provide quality recreational and wellness activities for all older adults in the County.

Encourages participants to be involved helping to retain feelings of purpose and self esteem.

Solicits feedback from participants at each event to ensure satisfaction and to obtain information for improving repeat events. Conducts surveys of participants to gather information.

Prepare and clean up Senior Center space for each activity. Includes setting up tables and chairs. Maintains Senior Center in a clean and orderly fashion. Works with volunteers to decorate Senior Center for appropriate holidays and events.

Maintains participant confidentiality only sharing information with appropriate COA staff on an as needed basis.

Keeps Director informed of participant concerns as they arise.

Maintains appropriate boundaries with participants.

Observes safety and security procedures for the protection of both employee and participant.

Contacts appropriate COA staff with referrals for participants requesting assistance in locating resources.

### **Other Job Duties**

Participate in meetings and trainings as required.

Serve as one of the staff members accountable for the receipting of program income, contributions and other monies as needed.

Other duties as assigned by the Director.

### **Supervisory Duties**

Senior Center volunteers.

### **Supervision Received**

Supervision given by the Director.

## **Minimum Qualifications**

Any equivalent combination of education, training, or experience which demonstrate skills and abilities will be considered.

### **Experience and Training**

Minimum of a high school graduate or equivalent is required. Bachelor's degree in recreation studies, a certified activity director, health and wellness coach with two years of experience working older adults is preferred, but not required.

### **Knowledge, Skills and Abilities**

Ability to operate various computer programs including e-mail, word processing, publishing software and spreadsheets. Ability to effectively search and locate on the internet.

Ability to lift up to 25 pounds. Ability to climb up and down stairs carrying heavy items.

Knowledge of confidentiality rules regarding participant information.

Ability to delegate assignments to volunteers. Matches assignments with volunteer interests and abilities. Ability to monitor delegated assignments and set expectations.

Skilled at working within a budget for activities and special events. Ability to develop and implement cost savings measures to conserve resources.

Ability to maintain good personal hygiene.

Ability to properly document activities for statistical and planning purposes.

Ability to be flexible with work schedules as activity schedule changes occur. Ability to work evenings, weekends and holidays in addition to normal office hours.

Strong interpersonal communication skills, including listening and positive feedback.

Ability to understand and follow verbal and written instructions.

Ability to communicate effectively and appropriately both verbally and in writing.

Ability to work independently, organizing and structuring own work.

Ability to exercise initiative.

Strong innovation skills which include resourcefulness and creativity.

Ability to perform duties thoroughly and accurately.

Strong organizational and time management skills.

Commitment to a high standard of ethical behavior. Treats others with respect. Upholds organizational values of customer service, professionalism and positive attitude.

Problem solving ability; ability to use good judgment, courtesy and tact in interactions with others and in handling problems.

Ability to represent the agency in a professional, positive manner.

Ability to maintain effective and harmonious relations with other employees, participants and their guests.

Ability to create a warm and inviting atmosphere to all participants of the Senior Center.

Ability to interact and work in a team effort in service delivery.

Familiarity with the problems and issues confronting older adults and disabled in the local community.

Ability to speak, write, read and understand English with proficiency.

**Special Qualifications**

Possession of a current Michigan Driver's license and access to an insured, reliable, personal vehicle for use.

Ability to pass a Criminal History background review through the Michigan State Police.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position.

Employees are required to follow any other job related instructions and to perform any other job related duties requested by the Director or its designee.

Requirements are representative of minimum levels of knowledge, skills and abilities. To perform the job successfully, the employee will possess the abilities to perform each duty proficiently.

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