



COMMUNITY SITE LEADER JOB DESCRIPTION

Job Title: **Community Site Leader**

Job Code: **SR111**

Pay Grade: **16**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **December 2012**

NATURE OF WORK

Under general supervision, coordinates Senior Services meals, recreational programs, and social enrichment activities at a County Senior Center or Community Site; assists guests, provides customer services, and ensures that safe and appropriate services are provided for the senior citizens in the community.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates activities and services, including special-interest programs for seniors, nutrition programs, meal preparation, transportation, special events, and social activities to meet the clients' needs.
- Coordinates recreation and enrichment activities, games, classes, workshops, social events, and special programs for seniors; oversees events, facilities, and activities, and ensures compliance with rules, regulations, and policies; assists in the planning of activities and events.
- Ensures facilities are safe, clean, and aesthetically pleasing, and adheres to policies and procedures for efficient and safe operations.
- Coordinates, schedules, recruits, trains, and monitors the work of part-time staff and volunteers.
- Oversees facility activities, enforces rules and safety standards, and assists program participants; reports complaints, safety conditions, and security and building maintenance issues.
- Registers and enrolls program participants; provides customer services and general information, and resolves problems and customer service inquiries and requests within scope of authority.
- Maintains program accounting and administrative records; updates and maintains activity schedules, classes and special events; maintains paperwork, registration forms and event calendars.
- Inputs data and maintains administrative and program databases; collects and accounts for fees and revenue; maintains inventory of supplies and equipment; collects information, tracks services provided, monitors results, and compiles data for reports.
- Assists in preparing facilities for activities and events; assists in the development and distribution of special promotional materials, and newsletters.
- Explains County programs to clients, community groups and volunteers.
- Maintains absolute confidentiality of work-related issues, personnel records and County information; complies with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and recreation facilities; work involves light physical demands and frequent use of a personal computer.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. equivalent; AND one (1) year of customer service experience.

A valid Driver's License is required. Must complete the First Aid/CPR training programs within 30 days of hire, and pass a background investigation. Food Worker Card from the Washington State Department of Health is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Applicable policies, procedures, and regulations covering senior services programs.
- Rules and regulations governing the conduct and safety of persons using public recreational facilities.
- Principles of record keeping and records management.
- Business and personal computers, and standard software applications.

Skills in:

- Interacting with a diverse group of elder clients in a cooperative, compassionate, and caring manner.
- Coordinating recreation activities and participants.
- Supervising the work of part-time volunteer staff and providing training to newly hired staff.
- Interacting with people of all social, economic, cultural, and ethnic backgrounds.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Following verbal and written instructions.
- Meal preparation.