



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Adult Activity Coordinator  
**Department:** Leisure Services  
**Classification:** 6007  
**Pay grade:** 21E  
**FLSA:** Exempt

**Prepared Date:** 10/2013  
**Approved By:** Elsa I. Jaramillo-Velez  
Patrick Salerno



### **Summary**

The Adult Activity Coordinator assists the Senior Services Director in the areas of social services, volunteer, and senior services.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists the Senior Services Director identify resident senior citizens with service needs, develops programs, and refers them to other appropriate program providers.

Assists with coordinating staff, other City Departments, non-City agencies, private organizations and contractors to identify, study and develop solutions responsive to problems affecting Coral Gables senior citizens including, but not limited to, the need for companionship, transportation, health, safety, and social activities.

As directed by the Senior Services Director, manages the daily tasks associated with agency relationship programs and service partnerships for Coral Gables senior citizens. Maintains an updated inventory of available programs and services offered through these agencies for seniors in Coral Gables.

Under the direction of the Senior Services Director, supervises full-time and part-time recreation staff, contractors and volunteers to develop and implement senior programs.

Assists with updating senior program policies and procedures.

Assists with developing a comprehensive program of recreation and informational activities of interest for senior citizens. Insures that program meets the needs of Coral Gables senior citizens.

Assists the Senior Services Director organize and attend the Senior Citizen Advisory Board meetings. Prepares agendas and assists board members with administrative and activity planning. May serves as a City and/or Department liaison to other city-wide boards, clubs, groups and committees associated with senior programs. Attends and conducts meetings as necessary with staff and public.

Assists in the preparation of annual budget requests and ensures programs are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area for fiscal control and efficient use of funds, personnel, materials, facilities and time.

Assists in the preparation and management of grant applications, conducting research, and processing special funding projects.

Manages the daily operations of the volunteer program to provide assistance to and organize activities for senior citizens.

Gathers data for reports and recommendations; coordinates activities with other departments and agencies as directed.

Promotes senior programs to other recreation facilities, agencies, community service groups, other City departments, local businesses, and the general public.

Solicits ideas and feedback about City senior programs; responds to public inquiries and concerns.

Maintains related financial records and adheres to city cash handling procedures.

Performs miscellaneous duties such as answering phone, typing, running errands, picking up supplies needed for activities, making arrangements for rental and use of recreation facilities, facility setup and breakdown, etc.

Performs other related duties as required.

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

Considerable knowledge of problems, needs and interests of the senior citizens. Knowledge of the gerontology concept, local agencies, organizations, programs and personnel which provide services for senior citizens. Knowledge of the American's with Disabilities Act, current State, Federal and local legislations and regulations pertaining to programs for senior citizens. Knowledge of City and Department policies, procedures, rules and regulations. Knowledge of budgeting practices, principles and practices of office management, work organization and supervision. Working knowledge of the considerations, elements and techniques of recreation activity planning and implementation.

Ability to maintain effective communication and working relationships with senior citizens, employees, all management levels, other agencies, participants, instructors, community leaders, and the general public. Ability to communicate effectively with City and community officials, Senior Citizen Advisory Board members, and personnel from outside agencies and organizations. Ability to develop and coordinate activities, events programs and workshops. Ability to identify problems affecting senior citizens and develop solutions. Ability to motivate staff and maintain a positive work environment. Ability to communicate effectively orally and in writing, and direct group activities. Ability to prepare budgets, write reports and operate a computer. Ability to supervise the work of others in a manner conducive to full performance and high morale. Public relations and organization skills.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Minimum Education and Experience**

Bachelor's degree in sociology, psychology, recreation or related field from an accredited university or college as recognized by the U.S. Department of Education.

Four (4) years' experience in social work, community planning or related work to include senior citizens services.

Certified Parks and Recreation Professional (CPRP) desirable.

Current CPR/First Aid/Defibrillator/AED certification desirable.

Valid Florida Driver's License.