

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

ASSISTANT SENIOR CENTER SUPERVISOR

DEFINITION

Functions as part of the Senior Services team; acts as Supervisor in the absence of the Supervisor. Under supervision, assists in the implementation and operation of Citywide, community based programs and classes for older adults in Daly City. Supervises full time, part time and volunteer staff in the recruitment, placement and training of program staff, contractors and volunteers. Performs related duties as required.

EXAMPLES OF DUTIES

Assists Senior Services Supervisor in the implementation of major outreach projects, such as Daly City ACCESS, by establishing priorities to coordinate citywide services for adults fifty years and older and promoting and facilitating programs and events for multicultural participation. Coordinates with Jefferson High School Adult Education and local colleges for classes. Recruits, interviews, contracts, and orients teachers, speakers, and resource persons. Works with senior services staff in providing and maintaining services in various sites in Daly City. Performs community outreach. Helps implement site or community center events and activities. Coordinates the production and completion of the Adult Services brochure and class and program listings for the *Parks and Recreation Guide*. Plans and implements program budget including fiscal oversight of teachers. Maintains both volunteer and statistical records and assists in the writing of grants as needed. Acts as Liaison for senior/adult programs to aging services and community groups.

MINIMUM REQUIREMENTS

Knowledge of: Principles and practices of Recreation, Public Relations and Gerontology disciplines and community service. Resources available to volunteers and senior services programs. Computer skills in such programs as Recware, Kidtrax, PageMaker, Word, PowerPoint, Excel and Access.

Ability to: Multi-task, exercise sound independent judgment, prepare and oversee budgets, work cooperatively with senior adults, service agencies, members of the community, staff, volunteers and various advisory councils. Write and speak clearly, concisely and effectively. interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

JOB SPECIFICATION
ASSISTANT SENIOR CENTER SUPERVISOR (PAGE 2)

Experience: Five years of full time, paid experience in a senior adult, community based setting. Marketing, editorial writing, and extensive volunteer supervision or work with senior adults is desirable.

Education: Bachelor's degree in Public Administration, Social Service, Recreation or a related discipline. Course work in Gerontology is desirable.

License: Possession of a valid Class C California Driver's License.

R: 02/2007