

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

ACTIVE ADULT/ SENIOR SERVICES SUPERVISOR

DEFINITION

Under supervision, develop, coordinate, and direct a variety of recreation and human services programs for Daly City's senior population . Supervises 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

Relate to the active adult/senior community and develop a comprehensive variety of recreation and human services programs to address the needs of Daly City's culturally diverse senior population. Communicate clearly and concisely, both orally and in writing. Identify opportunities for improving service delivery methods and procedures, including targeted outreach and broad marketing strategies. Identify resources needed to facilitate program growth and expansion. Recruit, train, schedule, supervise and motivate volunteers. Attend and participate in professional development and group meetings; track trends and innovations in the field of recreation and leisure, especially in the area of active adults.

MINIMUM REQUIREMENTS

Knowledge of: Principles and practices of Recreation, Gerontology and Social Work disciplines; resources and strategies to attract and retain volunteers; senior-serving programs, activities, and special events; computer skills in relevant software programs including Active Net, Word, PowerPoint, Excel and Outlook.

Ability to: Multi-task, exercise sound independent judgment, prepare and oversee budgets, work cooperatively with active/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.

Experience: Four years of increasingly responsible full time experience coordinating social service programs including one year of administrative and/or lead supervisory experience.

Education: Bachelor's degree from an accredited college or university with major course work in recreation, gerontology, sociology, psychology, public administration or related field

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

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