

CITY OF DALY CITY
JOB SPECIFICATION

SENIOR SERVICES SPECIALIST

This position is funded through the Measure Q funds.

DEFINITION

Under the supervision of the Recreation Services Supervisor or Active Adult/Senior Services Supervisor the Senior Services Specialist plans, develops, organizes, schedules, coordinates, supervises, and evaluates senior center activities for the active adults and seniors throughout Daly City. The Specialist will assist with recruiting, training, scheduling, and supervising volunteers, and staff; develop and prepare routine and complex reports; plan special events and programs; and will perform other related duties as required.

EXAMPLES OF DUTIES

This job specification lists the major duties and requirements of the job specific to the active adult and senior population:

- Plans, supervises and coordinates a variety of health, recreational, and social events programs.
- Assists in recruiting, interviewing, training, scheduling and supervising volunteers and part-time staff.
- Plans, organizes, assigns, supervises and reviews the work of assigned staff and volunteers.
- Evaluates and monitors assigned activities/programs and recommends improvements.
- Assists participants with registration processes for access to programs and activities.
- Supports the coordination of client assessment and food services transportation (drivers and routes).
- Develops and maintains ongoing working relationships with other social services agencies, organizations, service clubs, and community groups and participates in active outreach at events in the community.
- Represents the City at meetings and events with other agencies and the public.
- Performs daily, monthly, quarterly, annual reporting and data entry.
- Oversees building/facilities operations such as repairs, custodial and maintenance, security, and safety issues; reports need for repairs and follows-up on services.
- Performs other related duties as assigned.

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MINIMUM QUALIFICATIONS

Knowledge of: The basic principles of planning, organizing, directing and coordinating of recreational and social events and programs; a variety of activities for active adults and senior age groups; the principles of effective leadership and supervision. Use of online/digital reporting and scheduling system.

Ability to: Establish and maintain the cooperation and support of the general public; assist with planning and directing effective recreation programming; perform tasks online and use digital reporting & scheduling systems; 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: A minimum of 4,000 hours paid experience in municipal or commercial recreation programs.

Education: Graduation from high school or equivalent. Completion of thirty (30) semester units from college or university, with specialization in recreation, physical education, gerontology, or related field may be substituted for 1,000 hours of paid experience. Associate Degree desirable. Chinese speaking desirable.

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

R: 09/8/2021