

SENIOR CITIZENS/SPECIAL EVENTS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for planning, scheduling and facilitating special events for residents in city senior citizen housing. An incumbent also provides residents with non-professional support services such as referral, assistance in filling out forms and orientation to city housing. The work is performed under the general supervision of the Director of Recreation with considerable freedom allowed to exercise independent judgement in carrying out the work. An incumbent exercises no supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Informally assesses residents' social and interpersonal needs and interests and plans, schedules and facilitates special events such as craft classes, trips, parties, musical performances and religious services;

Schedules volunteers to work at special events;

Locates community resources able to assist senior citizens such as aging, legal and medical and dental services and refers residents to appropriate agency or organization;

Helps residents to interpret and complete forms including insurance, utility and government forms either in person or over the telephone;

Meets with and orients new residents to city housing;

Reports orally and in writing to the Director of Recreation regarding special events programs;

Collects and accounts for all money collected for trips and keeps a variety of records relative to special events;

Creates and maintains a membership a personal computer database of residents participating in special events programs;

Composes, edits and publishes a monthly newsletter utilizing a personal computer;

Composes press releases regarding special events;

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Composes routine correspondence regarding special events such as invitations and thank-you letters;

Meets with residents experiencing conflict and provides non-professional mediation and conflict-resolution services;

Meets with vendors to establish and receive bids for supplies necessary for special events such as arts and crafts and party supplies and prices and purchases same;

Meets with representatives from the enlarged school district to coordinate student visits with residents;

Presides at monthly meetings of residents;

Plans, schedules and facilitates on-going fund-raising efforts including bazaars, bake sales, book sales and raffles;

Collects, sorts and prices items for bazaars bake sales, book sales and raffles.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of program planning, scheduling and implementation;

Good knowledge of issues and problems associated with aging;

Good knowledge of community resources providing services to the aging;

Good knowledge of principles and practices of educating and interacting with the public;

Working knowledge or record keeping and basic account keeping;

Working knowledge of conflict resolution principles and practices;

Working knowledge of principles and practices of conducting meetings and working with groups;

Working knowledge of office equipment;

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Ability to plan, schedule and facilitate programs and special events;

Ability to use a resource directory or other means of locating services for referral;

Ability to operate an alphanumeric keyboard;

Ability to form and maintain effective working relationships;

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited NYS college or university with an Associate's degree and three (3) years of experience planning, scheduling and implementing special events or programs for either a public or private organization; or
- (b) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as stated in (a); or
- (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).