

**Town of Amherst, New Hampshire
Position Description**

Position Title: **Senior Program Coordinator Part-Time**

Department: Recreation

Reports To: Recreation Program Supervisor

Date: January 2024

Grade: 5 Part time (No more than 19 hours per week)

GENERAL SUMMARY:

Under general supervision of the Recreation Program Supervisor responsible for the coordination of trips and programs for adult/senior citizens

ESSENTIAL JOB FUNCTIONS: *

- Plans, organizes, schedules, and implements activities and events for adults 50+
- Develops new recreational activities to meet the needs of the community, while enhancing existing programs.
- Works with local social organizations, senior organizations and other formal groups in planning and implementing educational and recreational programs and trips.
- Works with the Peabody Mill Environmental Center Program Coordinator on offering adult education classes dealing with the environment and outdoors.

OTHER DUTIES AND RESPONSIBILITIES:

- Promotes and maintains positive community relations.
- Helps to ensure facilities are clean and ready for other uses.
- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require knowledge of recreation programs equivalent to completion of a bachelor's degree and one to three years of related experience, or equivalent combination of education and experience.

Knowledge of modern recreation practices, procedures, and equipment

Knowledge of departmental rules, procedures, and functions.

Ability to follow and give oral and written instructions.

Ability to establish and maintain effective working relationships with other departments, employees, and the public.

Must possess or be willing to obtain CPR for the Professional Rescuer and Community First Aid.

Ability to learn and implement the Parks and Recreation's Recreation Software.

Knowledge of and ability to learn personal computer use to include Microsoft Office applications and Publishing software.

Ability to access and obtain information from the Internet.

Knowledge of business English, grammatical construction, spelling, punctuation and vocabulary, and the ability to compose routine correspondence.

Ability to handle multiple projects, to deal with interruptions, adjust priorities as required, meet deadlines, and work independently.

Ability to maintain confidentiality of departmental information.

Ability to communicate effectively both verbally and in writing; to establish positive public relations for the department; and to interact with a wide variety of people.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal office environment, not subject to extremes in temperature, noise, odors, etc.

May spend extended time at computer terminal, on the phone or operating office machines.

Some direct recreation programming may be required involving supervision of children and adults.

May involve evening and/or weekend hours.

PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.	O	Twist	O
Lift 1-25 lb.	O	Bend	O
Lift 25-50 lb.	O	Squat	R
Lift over 50 lb.	O	Crawl	N
		Kneel	N
		Crouch	R
		Climb	O
		Balance	O

Carry up to 10 lb.	O		
Carry 1-25 lb.	O		
Carry 25-50 lb.	O		
Carry over 50 lb.	O		

Reach :		Of 8 hour day:	
below shoulder ht	O	Sit	4
at shoulder ht	O	Stand	3
above shoulder ht	O	Walk	1
Push/Pull	O		

Hand Manipulation:		KEY :	
Grasping	O	Not required	N
Handling	O	Rarely	R
Torquing	R	Occasionally	O
Fingering	F	Frequently	F
		Constantly	C

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

Approval _____

Date _____