

Job Description RECREATION WORKER

DEFINITION

This position is under the administrative supervision of the Director of the Senior Citizens Center. The position will work approximately 15-20 hours per week and will perform duties requiring customer service, clerical skills, housekeeping, and extensive creativity. There will be changes in the work schedule as deemed necessary when special functions are being held or when needed to cover for other employees.

ESSENTIAL FUNCTIONS OF THE JOB

(The listed examples may not include all duties performed by the person in this position. Duties may vary from time to time and are at the discretion of the Town Recorder. All requirements are subject to possible modification to reasonably accommodate an individual with a disability.)

- Greet and assist seniors and visitors to center; provide information over telephone, in person, and via email regarding referrals, activities, etc.;
- Record and update documents, memberships, calendars, and monthly/yearly reports;
- Monitor website and provide documentation (pictures, articles, etc.) to the Town Recorder in order for updates to be made;
- Research and develop new programs and activities for seniors; make fliers/announcements;
- Set-up, decorate, help plan, and clean-up special events; attend events and take photos;
- Send out birthday cards/invitations to those celebrating birthdays; plan monthly birthday parties;
- Perform a variety of cleaning activities such as sweeping, mopping, dusting, etc.;
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of computers and Microsoft Office (Word, Excel, Publisher);
- Knowledge of modern office practices, procedures, and equipment;
- Knowledge of proper business letter composition and spelling;
- Knowledge of the Town of Arlington helpful, but not required;
- Ability to express ideas clearly and concisely, both orally and in writing;
- Ability to handle a considerable amount of detailed work and adapt to interruptions in work flow;
- Ability to exercise good judgement in evaluating situations;
- Ability to establish and maintain an effective working relationship with other employees, seniors, the public, and Town officials;
- Ability to sit and/or stand for extended periods of time and light lifting required.

QUALIFICATIONS

- High School Diploma and previous experience in a clerical or customer service role;
- Prior experience in a senior environment preferred;
- Must possess a valid driver's license in the State of Tennessee.