Title: Senior Citizen Program Specialist  
Recreation Department  
Full Time Permanent: 35 hours per week  
Salary: $55,237.00-$58,021.00

DISTINGUISHING FEATURES OF THE CLASS:
This is a professional position responsible for planning, organizing, and implementing robust programs that encompass the recreational, emotional and health needs of senior citizens. Duties involve working directly with senior citizens, staff and volunteers at a senior center, community center or similar location and providing direct customer service to senior citizens to improve quality of life. The employee reports directly to and works under the general supervision of a Director of Recreation or other staff members in leadership. General supervision may be exercised over department staff, volunteer staff including kitchen staff and drivers. Does related work as required.

TYPICAL WORK ACTIVITIES
Plans, organizes and implements recreational programs and special activities, such as clubs, trips, sales and luncheons as dictated by the needs and interests of program participants;  
Supervises all program activities on and off the premises to ensure smooth functioning and the safety of the participants;  
Strategizes and implements programming that is diverse; promoting diversity and inclusion through celebrations and education;  
Conducts meetings with program participants, volunteers and staff;  
Produces newsletters, trip handouts and general publicity for group activities;  
Maintains accurate program participant information;  
Maintains financial records for all programs and activities;  
Assists program participants with resolving problems;  
Refers program participants to agencies for additional needed services;  
Composes correspondence and writes and maintains reports;  
Speaks to community groups on the needs of senior citizens;  
Participates in training seminars and conferences;  
Produces correspondence, lists, reports and publicity information;  
Transports program participants on local outings using the Town van.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Proficient knowledge of the characteristics, needs, interests and problems of senior citizens; proficient knowledge of the community agencies that provide services to senior citizens; proficient knowledge of effective public information and public relations techniques; demonstrated readiness to maintain confidentiality; demonstrated readiness to establish good working relationships with others; demonstrated readiness to supervise staff and volunteers; demonstrated readiness to plan and organize senior citizen programs and activities; demonstrated readiness to speak in front of a group; demonstrated readiness to conduct meetings; demonstrated readiness to provide sound advice to senior citizens; demonstrated readiness to produce publicity information and newsletters and utilize related software; demonstrated readiness to maintain financial/budgetary records; evidence of the (5) components of communication, including: speaking, listening, reading, writing and non-verbal; sound judgment; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus, EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a recreation, education, social science or behavioral science field plus one (1) year paid full-time or its part-time equivalent experience in planning and conducting recreation or human services program activities for the elderly; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate’s degree in one of the fields mentioned in (A) above plus three (3) years paid full-time or its part-time equivalent experience in planning and conducting recreation or human services program activities, one (1) year of which must have been for the elderly; OR,

(C) Five (5) years paid full-time or its part-time equivalent experience in planning and conducting recreation or human services program activities, one (1) year of which must have been for the elderly; OR,

(D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

This is a competitive appointment, subject to successful completion of a Monroe County Civil Service Exam.

How To Apply
1. Please send completed application and resume to:
   Town of Brighton
   Attn: Recreation Dept
   1666 Winton Rd. South
   Rochester New York, 14618
   or by email to: Rebecca.Cotter@townofbrighton.org

2. The posting can be found on the Town’s website at https://www.townofbrighton.org/319/Job-Opportunities

3. The Town will contact prospective applicants to schedule interviews; please do not call directly.

The Town of Brighton’s Commitment and Statement to Equitable Hiring:

The Town of Brighton is committed to the centralization of diversity, equity and inclusion and is an Equal Opportunity Employer. Our dedication to cultivating a culture of belonging and inclusion is evident in all that we do. We recognize the importance of harnessing diversity and therefore acknowledge the talent, innovation, individual differences and lived realities as unique contributions from our staff. In our quest to advance DEI efforts, the Town of Brighton welcomes job applicants without regard to age, culture, disability, ethnicity, gender expression or identity, race, religion, national citizenship or origin, family care status, marital status, pregnancy, military status, veteran status, prior criminal offense, domestic violence victim status, genetic status, limited English proficiency or any other lawfully protected status.