Recreation IV Seniors–Louden Nelson Community Center

Senior Trip Coordinator/Senior Computer Center Volunteer Liaison.

Under supervision, performs a variety of duties in support of the Downtown Seniors Program at Louden Nelson Community Center. Hours vary depending on need, vacation coverage of permanent staff and other special events as planned.
Primary job will be to plan and conduct day trips for up to 90 people which will include researching venues, contact with various agencies and vendors, negotiating pricing, logistics, writing copy for trip descriptions and general customer service. Attention to detail, ability to work under tight deadlines, adapt to changing circumstances are critical.
Recruit teachers and coordinate 45 years and up senior classes within Parks and Recreation procedures and guidelines.
Possession (or acquisition within 90 days of employment) and maintenance of Adult CPR and First Aid certification.
Additional responsibilities to be integrated at a later date will be to support Senior Recreation Coordinator in managing the Senior Computer Center. Duties will include contact and schedule volunteers for quarterly classes and open labs, recruiting new volunteers, tracking and reporting volunteer hours, writing copy and production of quarterly newsletter.

Typical Duties may include:

- Set up and tear-down of various equipment used in Senior Program activities.
- Answer phones, take messages and appointments as needed and disseminate information to the public.
- Collect and report cash donations to senior programs and forward to facility staff.
- Collect and categorize student registrations for Computer Program.
- Direct the work of volunteers in their training and assignments such as mailing projects and creating lab assistant schedules.
- Develop, lead and /or participate in activities and meetings.
- Plan, arrange, advertise and lead off site Senior Day Trips.
- May act in a lead capacity training or directing the work of Recreation II, III and volunteer staff.
- May be expected to troubleshoot computer network related issues in the computer lab as well as help resolve individual user issues.
- Ability to respond calmly and effectively in emergency or difficult situations.

Minimum Qualifications:

- Ability to maintain accurate records.
- Experience and comfort using a computer in either Macintosh or Windows platform.
- Ability to interact effectively and tactfully with a wide variety of individuals.
- Ability to understand and give verbal and written instructions.
- Willingness to work irregular schedules, and occasional weekend hours.
- Willingness to report to work on time as scheduled once shift is accepted.

Desirable Skills:

- Knowledge of local services and programs for senior citizens.
- Ability to listen and answer the questions not asked.