



Charter Township of Waterford Job Description

Senior Activities Programmer

Department: Parks & Recreation
Supervised By: Recreation Supervisor or designee
Supervises: No supervisory responsibility
Bargaining Unit: Teamsters
FLSA: Non-exempt
Status: Part-time

Days and hours for position – 28 hours per week

Tuesdays	8:00 am -5:00 pm
Wednesdays	8:00 am -5:00 pm
Thursdays	8:00 am -5:00 pm
Fridays	9:00 am – 1:00 pm

General Summary

Under the supervision of a Recreation Supervisor, the Senior Activities Programmer assists in the planning and implementation of senior citizen programs sponsored by the Parks & Recreation Department.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists with the planning and implementing of senior citizen programs, activities and special events.
2. Assists with the preparation of program and activity information, such as brochures, flyers and newsletters, for community consumption.
3. Provides information to public on recreational and activity programming for senior citizens.
4. Escorts senior citizen day trips as assigned.
5. Assists with fund raising for senior citizen programs.
6. Assists with the preparation of periodic reports for senior citizen programs.
7. Assists with program and activity related clerical duties as assigned.
8. Assists clerical staff with registration as needed, including collecting fees and issuing receipts.
9. Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. High school diploma or equivalent.
2. Two years experience working with recreational activities or in a related recreational field.
3. Excellent written and oral communication skills. **Skills test required.**

4. Must possess basic word processing, database and spreadsheet software skills. **Skills test required.**
5. Must possess a valid Michigan's Drivers License and meet the Township's driving standards.
6. Ability to establish and maintain effective relationships with those contacted in the course of work.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to perform a majority of essential job functions in a environmentally controlled office setting, although some duties may be performed all weather conditions and on varying working surfaces.

This is not a physically demanding position, requiring a limited range of motion and the use of both fine and gross muscles of the total body. Rest periods are assigned. The employee is regularly required to lift objects of ± 40 pounds 3 or more times per day with occasional lifts of ± 70 pounds required. Grasping of hand tools (such as staplers, screw drivers, pliers, etc.) under light torque load is common. The largest grasping pattern is approximately 14 inches. Vibration is not a factor. Most work is performed either standing flat footed or in a seated position. The ability to accomplish data input is essential. The employee may be required to pull/push/lift and carry mid-range objects, such as apparatus lockers, luggage, and sports equipment. The employee must be able to manually write and work with computer keyboard. Good vision is required. Limited hearing is acceptable. The ability to hear may affect the productivity of this position; accommodations must be reviewed for reasonableness.

This position is not conducive to the use of mobility assist devices such as wheel chairs, walkers etc.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Start	\$12.51/hour
6 Months	\$13.24/hour
1 Year	\$13.98/hour
2 Years	\$14.71/hour

Posting Date: 01/17/2020 4:00 p.m.
 Closing Date: Open until filled

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>