

**CLASSIFICATION TITLE: SPECIAL PROGRAMS COORDINATOR - SENIOR SERVICES -
(CHARLES GRISWALD)**

PURPOSE OF CLASSIFICATION

Plans and implements recreational programs and activities for County senior citizens. Work includes developing a schedule of planned activities and events to meet the needs and interests of the senior community; coordinating and implementing the scheduled events; and evaluating effectiveness of seniors' programs and services.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans recreational activities that will meet the recreational needs and interests of the community's senior citizens; implements and/or coordinates planned programs and activities; determines materials, supplies, and staff/instructors needed for programs.

Performs public relations/marketing duties to promote programs and services and generate interest and participation.

Interviews, selects, and schedules instructors/volunteers for planned events and activities; provides training, guidance, and direction; and plans and implements recognition and appreciation activities for volunteers.

Performs a variety of administrative duties associated with coordinating senior programs to include: preparing reports of programs, participation records, status of projects and summaries of services, etc.; attends meetings and coordinates activities with supervisor, other staff, and County officials.

Escorts seniors on trips and tours, which range from day outings to overnight trips and travel. Operates and maintains a passenger van used for trip transportation.

Obtains appropriate medical and/or emergency care in the event that a participant becomes ill or is injured.

Maintains inventory of materials, equipment, and supplies; identifies needed maintenance and repair on vehicle, equipment, etc.; orders supplies as needed; reviews and processes invoices; and monitors budget and expenditures.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year of experience and/or training that includes working with and understanding Aging populations; or any equivalent combination of education, training, and experience. Must possess excellent organizational and management skills with an emphasis on communication and people skills. Must possess and maintain valid Georgia driver's license.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

To download a copy of this job description click [here](#).