Recruitment Supervisor (Senior Services)
Position Description

**Position Title:** Recreation Supervisor (Senior Services)  
**Position Type:** Full Time  
**FLSA Status:** Exempt  
**Reports to:** Director  
**Department:** Recreation and Parks  
**Pay Range:** $47,000 to $67,000 per year  
**Revision Date:** 2/10/2020

**Purpose of Work**

This position develops and manages the 55+ social service programs, the volunteer coordinator program and amasses and communicates the variety of 55+ opportunities provided by any number of organizations in the area. Reporting to the Director of Recreation and Parks, develops, plans and executes programming for the 55+ year old (55+) residents of the City of Bexley. This includes, but is not limited to, lifelong learning, adult programs, and providing administrative support to the Bexley Activities Club.

**Essential Position Functions**

1. Develop, execute, and supervise programs for 55+ (activities, programs and social services);
2. Connect 55+ residents and/or caregivers with the various social service providers as needed;
3. Develop and execute a communication strategy in an effort to reach all 55+ residents of the City of Bexley (Newsletter, brochure, website, etc.);
4. Provide administrative support to the Bexley Activities Club (BAC), including, but not limited to, attend steering committee meetings, maintain membership information and assist in the organization and execution of BAC fundraising events (i.e. Trash & Treasure);
5. Recruit, manage and help maintain volunteers and provide pre- and in-service training;
6. Hire, manage and evaluate part-time staff, program instructors and vendors;
7. Attend trips, including day trips and overnight trips as needed;
8. Handle all financial transactions required for each event, trip, and program; provide reports to the Director, Recreation Board, and BAC as needed;
9. Network with area senior facilitates and staff;
10. Understand and follow all City of Bexley and Recreation and Parks policies and procedures;
11. Assist department with community events;
12. Utilize the Recreation and Parks registration software;
13. Answer telephones;
14. Other duties as assigned.

Supervisory Responsibilities
This position supervises part-time staff and volunteers

Minimum Qualifications
1. Associates Degree (A.A.) (Bachelor’s Degree strongly preferred) and two years of related experience and/or an equivalent combination of education, experience, and training in related social services and/or elder care fields.
2. Experience working with and understanding the unique needs of the 55+ population
3. Good verbal and written communication skills
4. Significant experience creating, executing and evaluating programs geared toward 55+ participants
5. Significant experience with/in social service and/or health care environments with a knowledge or concentration on elder care issues
6. Demonstrates composure, patience and professionalism in all situations
7. Experience in managing paid and volunteer staff
8. Experience working with the public
9. Demonstrates ability to develop and maintain effective working relationships with internal and external stakeholders
10. Ability to define problems, collect and evaluate data, establish facts and draw valid conclusions
11. Ability to maintain confidentiality and use appropriate judgment in handling information and records
12. Sensitive to deadlines and completes work accurately and effectively in a timely manner
13. Ability to interpret and follow instructions furnished in written, oral or diagram form
14. Proficiency in word processing, spreadsheet software, Google Software, and a capacity to learn various registration software such as ActiveNet
15. Demonstrates financial experience with the ability to maintain accurate records and reconcile bank statements
16. Experience managing content for websites and social media

Physical Demands
1. Ability to sit and use a computer for extended periods and operate standard office equipment, daily
2. Ability to lift and move up to fifty (50) pounds, as needed
3. Ability to stand for extended periods, as needed
4. Ability to perform reaching, bending, climbing and squatting, as needed
5. Travel by automobile, bus, train and plane, as needed

Working Conditions
1. Working conditions vary based on individual programs/trips
2. Requires flexible availability. Hours vary based on programming needs and include some evening and weekend hours
3. Requires periodic participation and attendance at events and trainings