



City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

December 4, 2018

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position at the **Marion Senior Center**.

Activity Coordinator – This is a full-time position with a pay range of \$12.10 - \$16.30 per hour. Job Description is attached.

Note: - High school diploma or GED required; Activity Certification and/or experience working with older adults preferred.

- Must be proficient in Microsoft Office products; Desktop publishing skills a plus.
- Must have great organizational skills, as well as great people skills.
- A valid Ohio Driver's License must be without restrictions of any privilege to drive at any time and must be free from any requirement of High Risk Liability Insurance.
- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Wednesday, December 5, 2018 at 8:00 am

Application Closing Date/Time: Friday, December 28, 2018 at 1:00 pm

Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
- OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Affirmative Action Secretary
City of Marion

Attachment

cc: Committee Members	Public Works Director Bischoff	Auditor	IT	Probation
Support Data List (AA)	HRAA – O'Connor	Council	Law Director	Senior Center
Mayor Schertzer	HRC – Mayes	Engineering	Municipal Court	Transit
Safety Director Robbins	City Hall – 3 Floors	Fire Dept – 3	Parks	Utility Billing
Service Director Caryer	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF MARION, OHIO
SENIOR CENTER
Job Description

Job Title: ACTIVITY COORDINATOR
Department: SENIOR CENTER
Reports To: SENIOR CENTER DIRECTOR
FLSA Status: Non-Exempt Non-Bargaining Grade 12
Prepared By: HR Consultant
Prepared Date: 7-28-08
Approved By:
Approved Date:

SUMMARY: Responsible to the Senior Center Director to assist with planning, organization and implementation of county-wide year-round program of recreational and social needs of older adults. Performs the following duties either personally or with other staff/volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following and other duties as assigned:

- Develops and promotes recreation programs, including trips, music, dance, arts and crafts, cultural arts, nature study, social recreation and games.
- Evaluate, with the Director, programs that should be initiated, discontinued, or continued. Adapts recreation programs to meet the needs of the Center.
- Determines trips the Center will sponsor and manages all aspects, including transportation, publicity, registration, lodging, meals, emergency procedures, escorts, and evaluations.
- Introduces new program activities, equipment and materials to staff. Determines what is needed to implement new programs and carries it out. When needed, conduct fundraising and special events; assist with accounting for fundraising.
- Writes monthly newsletter (The Sentinel) with calendar of events, Center news and other appropriate information. Write and submit articles to the media.
- Recruit and train volunteers for help with events/programming.
- Works in team with administrative or other professional personnel, such as, those engaged in medicine, social work, nursing, psychology and therapy, to ensure that recreation is well balanced, coordinated and integrated with special services. Adapts to and copes with many unusual and unexpected situations, and acts in any capacity the situation demands.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities but does oversee the work of volunteers at times.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or GED required; Activity Certification and experience working with older adults preferred. Any combination of education and experience that provides the required knowledge, skill, and ability may be considered.

Language Skills: Ability to: read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence and create newsletters; speak effectively before groups of clients, Center members, employees and public officials.

Mathematical Skills: Ability to: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to: apply common sense understanding to carry out instructions in written, oral, or diagram form; deal with problems involving delicate situations requiring discretion.

Computer Skills: Should have knowledge of and skill in the use of the Internet; Microsoft Word, EXCEL, Microsoft Office, OUTLOOK, and Senior Center Data Base (learn on-the-job). Desktop publishing skills are also strongly recommended.

Certificates, Licenses, Registrations: Valid Ohio Driver's License and Certified Training in First Aid and CPR; Activity Certification preferred.

Other Skills and Abilities: Knowledge of health and safety standards; ability to type well, use personal computer and word processing; must be proficient in Microsoft Office applications, OUTLOOK and EXCEL. Desktop publishing skills are also strongly recommended with above average skill in creative writing required. Ability to communicate verbally, speaking clearly and distinctly; ability to establish and maintain friendly atmosphere in the Center and maintain good rapport with employees, volunteers and clients. Must have familiarity with Arts and Crafts. Some skill in building maintenance is helpful.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is: regularly required to talk or hear; frequently required to stand, walk, sit, use hands to finger, handle, or feel and reach with hands and arms; occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell; regularly lift and/or move up to 25 pounds. Specific vision abilities required include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 occasionally exposed to high, precarious places; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate.