

CITY OF SOUTHFIELD PARKS AND RECREATION
JOB OPPORTUNITY ANNOUNCEMENT

JOB TITLE: Specialty Coordinator - Senior Services Programs

CLASSIFICATION: Non-Career/Continuing Part-time

PAY RANGE: \$10.00- \$15.00 per hour

LOCATION: Parks and Recreation Senior Services Division
26000 Evergreen, Southfield, MI 48076

WORK SCHEDULE: 19 hours weekly; flexible schedule/some evenings and weekends

JOB DUTIES:

- Schedule charter busses for trips, scheduled individualized transportation as needed.
- Schedule and work with vendors for dinners, theatre, tours, and special trips as needed
- Plan outings with and for the seniors.
- Submit written information for flyers, publicity and the senior newsletter.
- Create flyers for events.
- Lead and direct trips and events
- Set price structures with supervisor.
- Assist and plan in decorating for holidays and special events as needed.
- Assist in working the senior services office counter and other general office operations when needed; assist in cross training employees.
- Reconcile any differences when clients become upset with other clients/staff, hearsay, written procedures, what they can or cannot do.
- Represent the City of Southfield at Northwest Senior Committee Meetings
- Work with other communities to create diverse programs and trips
- Other responsibilities as deemed necessary by the Senior Services Coordinator
- Report Directly to the Senior Services Coordinator.
- Maintain the integrity and safety of the Senior Services participants.

JOB REQUIREMENTS:

- Must be a high school graduate or equivalent, and a minimum of 21 years of age.
- Knowledge of computer/computer literate

Applicants will be invited to further participate in the selection process once a driving record and criminal history background check has been cleared. Applications may be submitted to: Nicole Messina, (248) 796-4654.

The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race color, age, height, weight, marital status, national origin, religion, arrest record, or disability. We provide reasonable accommodations for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE