



EMPLOYMENT OPPORTUNITY – P/T SENIOR CITIZENS DIRECTOR

The Village of Buchanan is seeking to fill the position of P/T Senior Citizens Director. If you are interested, please provide your cover letter, resume and three references to the Village Administrator, mserrano@villageofbuchanan.com.



REQUIRED KNOWLEDGE, ABILITIES AND ATTRIBUTES:

Responsibility for planning, organizing, coordinating and implementing recreations services, activities and programs that meet the needs of the Buchanan Senior Citizen Club. Ability to get along well with others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position.

EXAMPLES OF WORK: (Illustrative Only)

Supervises, plans, directs, organizes, coordinates, promotes and implements recreation activities and events to meet the specific needs, interests, and abilities of the elderly

Assists and instructs older persons in learning new skills for enrichment and self-expression in the arts, music, drama, language, dance, crafts, games, current events, adult education, etc.

Assists in the preparation of budget estimates for senior citizen program (i.e. equipment, supplies, facilities, etc.)

Keeps participants in the program informed about changes in the community and public information regarding the senior citizens program

Organizes, plans and directs special events (i.e. trips, outings, etc.)

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the organization and conduct of several types of recreational activities with emphasis on those types of activities suited to the elderly(games, arts and crafts, dramatics, dancing, music and other activities); good knowledge of local and County agencies and resources providing services to the elderly; ability to plan, organize and promote recreation activities and programs; ability to exercise professional judgment in problem-solving and evaluation; ability to inspire confidence and enthusiasm, to mix readily with various groups and to maintain effective relationships with associates, participants, and the public; ability to stimulate and hold the interest of senior citizen participants in both individual and group activities; ability to secure cooperation; ability to assume a position of leadership; ability to effectively relate to senior citizen population; patience; tact; resourcefulness, creativity, reliability and conscientiousness; ability to prepare written material; ability to maintain records and make reports; ability to communicate effectively, both orally and in writing;



MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Either: (a) a Bachelor's Degree* and three (3) years of work experience where the primary function of the position was the conduct of recreation services, activities, or programs or the operation of recreation facilities, at least one (1) year of which must have been working with senior citizens; or (b) a Bachelor's Degree* in Recreation, Parks Resources, Leisure Services, Physical Education or related field and two (2) years of work experience as described in (a) including the one (1) year of specialized experience; or (c) a Master's Degree* in Recreation, Parks Resources, Leisure Services or related field and one (1) year of specialized experience described in (a). **SUBSTITUTION:** Possession of a current Certified Park and Recreation Professional (CPRP) certification issued by the National Recreation and Park Association or one of its authorized and recognized affiliates will substitute for the specialized Bachelor's Degree cited in (b) above. There is no substitution for the two (2) years of work experience including one (1) year of specialized experience working with senior citizens. **NOTE:** Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience. ***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution

SALARY: \$9,000 - \$11,000