



VACANCY ANNOUNCEMENT

Job Title: Senior Center Programs Assistant
Open Date: January 5, 2024
Closing Date: Open until filled
Pay: \$14.20/hour
Job Type: Part-time (regularly works 29 hours or less per week), no benefits
Department: Parks & Recreation/Brand Senior Center

JOB SUMMARY

The Senior Center Programs Assistant assist the Senior Center Coordinator with organizing, scheduling, driving the Shuttle Bus, programming, and daily operations.

Duties include but are not limited to:

- Assist in development and implementation of indoor and outdoor activities, special events, and programming for seniors.
- Work with contract employees/program instructors to coordinate and schedule classes and ensure time cards are submitted correctly and timely to accounts payable.
- Assist in monitoring the daily operations of the Brand Senior Center, including cleaning, light outside maintenance, and reporting issues and concerns to the Senior Center Coordinator.
- Drive the Shuttle Bus to provide rides for senior citizens from their homes within the Moore city limits to the Brand Senior Center.
- Drive the Shuttle Bus to transport seniors to banks, stores, the library, doctor's offices, and other places within the city.
- Maintain Shuttle Bus records including fuel, mileage, and maintenance, and perform safety checks prior to driving.
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EDUCATION AND EXPERIENCE:

Experience

- One year of experience working with seniors and developing and implementing related indoor and/or outdoor activities, special events, and programming.
- Experience driving a transportation or shuttle bus is preferred.

Education

- High school diploma or equivalent

License, Certification and/or Training

- First Aid, CPR/AED certification or ability to obtain within the first two weeks of employment may be required.
- Possession of, or ability to obtain before the first day of employment, a valid Oklahoma Driver's License.

ALL APPLICANTS MUST COMPLETE THE APPLICATION

at <https://www.cityofmoore.com/departments/jobs>

Selected applicant must pass a background investigation and drug screen

City of Moore is an Equal Opportunity Employer

CITY OF MOORE

Job Description

Senior Center Programs Assistant (Part-time)

Job Code: 7689
Exempt: No
Department: Parks & Recreation
Reports To: Senior Center Coordinator
Location: Brand Senior Center
Date Prepared: February 1, 2022

GENERAL DESCRIPTION OF POSITION

The Senior Center Programs Assistant assist the Senior Center Coordinator with organizing, scheduling, driving the Shuttle Bus, programming, and daily operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist in the development and implementation of indoor activities, special events, and programming for seniors. This duty is performed daily, about 20% of the time.
2. Assist in the development and implementation of outdoor activities, special events, and programming for seniors. This duty is performed daily, about 20% of the time.
3. Work with contract employees (program instructors) to coordinate and schedule classes, and ensure time cards are submitted correctly and timely to accounts payable. This duty is performed as needed, about 5% of the time.
4. Assist in monitoring the daily operations of the Brand Senior Center, including cleaning the facility, light outside maintenance (watering plants and flowers), and reporting issues and concerns to the Senior Center Coordinator. This duty is performed daily, about 10% of the time.
5. Drive the Shuttle Bus to provide rides for senior citizens from their homes within the Moore city limits to the Brand Senior Center; in addition, the incumbent will drive the Shuttle Bus to transport seniors to banks, stores, the library, doctor's offices, and other places within the city. This duty is performed as needed, about 40% of the time.
6. Maintain Shuttle Bus records including fuel, mileage, and maintenance, and perform safety checks prior to driving. This duty is performed as needed approximately 5% of the time.
7. Good attendance is required.

8. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.
9. Confidentiality is required upon specific notification to the employee. This duty is performed as required.
10. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit infrequent opportunity for decision-making of minor importance and which would only affect the operating efficiency of the individual involved to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY/PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

SUPERVISORY RESPONSIBILITIES

None

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

ANNUAL MONETARY IMPACT

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those of an outdoor/indoor work environment the employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, and outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Semi-repetitive, low physical activity work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to sit, use hands to finger, handle, or feel; frequently required to reach with hands and arms; and occasionally required to stand, walk. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Knowledge of:

- Basic methods and techniques of organizing and implementing events and activities
- Basic office practices and procedures.
- Basic principles of business letter writing and basic report preparation.
- Pertinent federal state, and local laws, codes, and regulations.

Ability to:

- Exercise patience, kindness, and care to seniors, including those with disabilities, in order to reflect their individuality, equality, and dignity.
- Concentrate and pay close attention to detail.
- Identify methods to maximize service effectiveness and efficiency.
- Communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions.
- Participate in the development and implementation of programming
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment.
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities.

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment.
- Make effective decisions concerning safety and maintenance.
- Operate and use modern office equipment.
- Perform routine mathematical calculations.

Experience and Training Guidelines

Any combination of the experience and education shown is qualifying.

Experience

One year of experience working with seniors and developing and implementing related indoor and/or outdoor activities, special events, and programming. Experience driving a transportation or shuttle bus is preferred.

Education

High school diploma or equivalent

License, Certification and/or Training

- First Aid, CPR/AED certification or ability to obtain within the first two weeks of employment may be required.
- Possession of, or ability to obtain before the first day of employment, a valid Oklahoma Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; working closely with others; travel to and from various locations while driving a Shuttle Bus; involves close work with the public and in close quarters while driving a Shuttle Bus.

Physical Conditions:

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; operate assigned equipment, and operate assigned vehicle.

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to 25 pounds.

Employee must sit at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen.

Employee works in a City building at a workstation. Employee must tolerate a working environment with inside controlled temperature.

Employee works outside. Employee must tolerate sunlight, heat, bugs, grass and other outdoor conditions.