

**ACTIVITIES COORDINATOR
WILLOUGHBY PARKS & RECREATION DEPARTMENT
SENIOR CENTER**

The City of Willoughby is seeking an exceptional individual for the position of Activities Coordinator for our Senior Center. This beautiful suburban community contains over a dozen parks, two municipal pools and a bustling senior center that services as a recreation center for the rest of the City on nights and weekends.

This is a full time position that will report to the Senior Center Manager. A successful candidate would possess a degree in Parks and Recreation or a closely related field and one (1) or more years of previous experience, be team oriented, creative, self-motivated and enthusiastic with exceptional leadership and collaboration skills and possess strong communication and interpersonal skills. The Activities Coordinator must have a valid CDL with a passenger endorsement (preferred) or obtain one within a specified amount of time from the date of hired. If candidate does not possess a CDL, a valid state issued driver's license is required. The obtaining and maintain of a valid CDL with passenger endorsement is critical to this position and non-negotiable. Duties include assisting in the overall planning and development of a comprehensive recreation/leisure program for the City of Willoughby. In addition, the Activities Coordinator is directly responsible for planning, coordinating, transporting (via 39 passenger coach bus or 22 passenger van) and overseeing the recreation programs for seniors, age 55 and up with a full range of abilities and interests.

Starting salary is \$47,590.40 with full benefits package including OPERS pension.

Interested candidates should send a resume along with a salary history to Human Resources, Willoughby City Hall, 1 Public Square, Willoughby, OH 44094 or via email to hrjobs@willoughbyohio.com by June 30, 2025. Refer to <http://willoughbyohio.com/government/employment/> for more details

AN EQUAL OPPORTUNITY EMPLOYER

See next page for Full Job Description



SENIOR CENTER ACTIVITIES COORDINATOR

RESPONSIBILITY: Under general direction, plans, organizes, coordinates and implements recreational, social, education and transportation programs and activities for citizens of all socio-economic groups and varying age groups. Incumbents may focus on a particular age group such as senior citizens. They are responsible for recruiting, interviewing, training and coordinating the activities of instructors, volunteers or employees. In addition, responsible for the transportation aspect of their programs, whether that be driving a passenger van or large commercial-size bus or creating a transportation schedule.

ESSENTIAL DUTIES: (These are examples only. Any employee may be required to perform other duties in an emergency, or for short periods of time when substituting for another worker who is on authorized leave without any change in title or rate of pay.)

Plans, organizes, and implements recreational, social educational and transportation programs and activities including determining type of program or activity, target group, fee schedule, costing, scheduling, making necessary arrangements, engaging instructors or conducting/facility activity, developing operations manual and evaluating success and benefits.

Promotes programs and activities by developing and distributing news releases, flyers, brochure, radio and television announcements, etc.

Records statistical data and compiles and prepares reports, as required, regarding activities and programs, volunteers, transportation, financial status, attendance and other required data for outside agencies and funding sources.

Develops and distributes schedules for use of facilities by groups and organizations. Prepares transportation and staffing schedules based on planned activities.

Monitors inventory of supplies and equipment and prepares and submits requisitions for items needing to be ordered.

Interacts with and assists customers by providing information concerning and/or registering in program activities.

Oversees the maintenance of the senior center, field house court #4 and vehicles to be used for programs, classes, events, etc. including instructing maintenance staff regarding proper set-up of furniture and/or equipment. Reports building and facility problems to Buildings and Grounds division. Reports vehicle problems to the Vehicle Maintenance Division.

Performs other duties of a similar nature or level.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of recreational/leisure needs of general and special populations
- Embrace and understand the concept and philosophy of recreation and theories of human relations
- Familiarity with community organizations and available resources
- Competent in oral and written English language sufficiently to prepare promotional material.
- Capable of maintaining organization in record retention.
- Skilled at creative thinking, resourcefulness and the planning and execution of activities and events.
- Basic understanding of mathematical computation
- Adept at communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Maintain a satisfactory Motor Vehicle Report and able to safely operate a motor vehicle including the operation of air brakes.
- Able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and for up to 10 pounds of force constantly to move objects.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

Bachelor's degree in recreation or a closely related field and one or more years of previous experience in a municipal recreation department, or similar facility, administering recreation, social, and/or educational programs and activities of an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. A valid State of Ohio Commercial Driver's License with a Passenger endorsement is required or the ability to obtain within 6 months of hire.

SERVES AT THE PLEASURE OF THE MAYOR WITH CONFIRMATION BY CITY COUNCIL