



# COMMUNITY CENTER PROGRAM SUPERVISOR

Class Code:  
10065

Bargaining Unit: N/A

MOBILE COUNTY PERSONNEL BOARD  
Established Date: Apr 6, 2015

## **KIND OF WORK:**

This is responsible supervisory work developing and coordinating the city's Community Center Programs and related services.

## **EXAMPLES OF WORK:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises, oversees and participates in the city's Senior Citizens Program. Coordinates activities for groups within the community, including the elderly.

Monitors revenues and expenditures.

Organizes and supervises classes, workshops and activities for senior adults engaged in recreation programs and co-sponsored programs.

Organizes and administers the food program, determining eligibility.

Supervises the transportation program and sets priorities.

Confers with other agencies to gain assistance for the elderly or other citizen groups as needed.

Purchases supplies and materials for the center.

Plans and supervises the activities of employees and volunteers.

Represents the community, especially the elderly by serving on various advisory boards and committees.

Performs related work as required.

## **MINIMUM QUALIFICATION REQUIREMENTS:**

Graduation from a standard senior high school, or the successful completion of the General Educational Development (GED) test, and a minimum of one year experience working as a lead worker or equivalent with senior citizens or other special populations; or a combination of education and experience equivalent to these requirements.

## **ESSENTIAL REQUIREMENTS OF THE WORK:**

Good knowledge of Federal, State and local assistance programs available to the elderly.

Ability to effectively relate to the needs of citizens of all ages.

Ability to keep routine records and prepare reports in accordance with funding requirements.

Ability to coordinate activities with other agencies providing related services.

Ability to plan and supervise the work of others.

Ability to establish and maintain effective working relationships with related agencies, local businesses and the general public.

### **PHYSICAL REQUIREMENTS:**

Ability to exert physical effort in sedentary to light work, which includes frequent walking, stooping, prolonged sitting.

Ability to occasionally lift objects weighing up to 40lbs.

Ability to safely operate a motor vehicle.

## **SPECIAL REQUIREMENT:**

Must possess a valid driver's license from state of residence.

**DISTINGUISHING FEATURES OF THE WORK:**

An employee in this class is responsible for supervising the daily activities associated with the efficient operation of a community center or senior facility, developing and organizing community recreational, educational and health activities, administering the meals program, and overseeing the Senior Citizens Program.

Work is performed under the general direction of the Mayor and City Council with considerable latitude for independent judgment in accordance with established guidelines and procedures.

Supervision may be exercised over aides, clerical workers and volunteers.

**WORKING TEST PERIOD (WTP):**

1 year