

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** 06/24/85

**SENIOR CITIZEN'S LEADER - PART/TIME**

**DISTINGUISHING FEATURES OF THE CLASS:** Plans and conducts a program of diversified leisure time activities for older adults, operated on a limited basis. Employees in this class work with older adults in the development, organization and promotion of a diversified education, recreational, and social program. The work involves giving direct leadership to activities. This class is distinguished from the Senior Citizen's Leader full-time in that the program operates on a limited basis both in terms of frequency of sessions as well as scope and range of services and activities. The work may be performed under the supervision of a board, or a Commission. Supervision is exercised over participants and assigned workers. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Organizes and supervises programs and activities to meet the diversified needs and interests of older adults;
2. Plans a variety of special programs such as community projects, lectures, arts and crafts, musical, and social activities;
3. May recruit, train, and supervise volunteers working in the program;
4. Prepares news and publicity releases and other promotional materials;
5. Recommends supplies and equipment appropriate for senior citizen's programs;
6. Refers senior citizens to other public and private agencies for specialized kind of assistance.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Knowledge of recreation administrative theory and practices as applied to senior citizens; knowledge of the problems of retirement and related constructive use of leisure time; good knowledge of the health needs of older persons and the aging process as related to programs and facilities; some knowledge of social group work; some knowledge of community organization; some knowledge of social casework; ability to plan, organize and promote activities for senior citizens; ability to maintain records and prepare reports; initiative; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State equivalency diploma:

- AND:**
1. Completion of one (1) year of study at a regionally accredited or New York State registered approved college or university which included recreation, sociology, social work, education, or closely related fields which must be confirmed, in writing, to us, by the degree granting institution;
- OR:**
2. One (1) year of paid experience with an accredited agency in group work, recreation, education, health, or social services for older persons;
  3. Two (2) years of volunteer experience in-group work, recreation, education, health, or social services for older persons.