



BRIGHAM CITY CORPORATION

Job Description

Title:	Activities Specialist (part-time)	Code:	455
Division:	Recreation	Effective Date:	1/20
Department:	Community Activities & Services	Last Revised:	6/20
Grade: 41		FLSA Status: Non-exempt	
Hiring Range: \$14.73 - \$16.03 per hour (depending on qualifications)			
OPENED: October 7, 2020		CLOSES: Once filled	

GENERAL PURPOSE

Plans and coordinates, programs, activities, special events, fitness opportunities, excursions and other offerings for the Community Center patrons.; also ensuring adequate recreational opportunities for adults 40+ to meet community needs, enhance learning, and quality of life for the Community Center patrons.

SUPERVISION RECEIVED

Works under the general supervision of the Recreation Supervisor.

SUPERVISION EXERCISED

Provides close to general supervision to volunteer personnel, assisting in special events and programs.

ESSENTIAL FUNCTIONS

Plans, establishes, and organizes daily activities, recreation programs, special events, fitness classes, and cultural classes, designed to meet the recreation needs of the senior population. Monitors program activity and assures quality. Develops curriculum for enrichment activities; promotes physical and emotional health of the Community Center clients; schedule recreational and musical programs as needed; arrange seasonal activities and special events.

Organize trips and recreational outings; develop working relationship with entertainment and recreation sites and centers; negotiate rates and services; schedule attendance at special events; organize day excursions; arrange transportation as needed, for longer trips; operate van or bus to transport seniors on day excursions. May require evening hours.

Produces a variety of reports including program budgets and financial reports, performs record keeping, clerical duties are required; receives and accounts for money received into the center and assures timely deposit.

General custodial and maintenance duties as required.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or equivalent; plus, one (1) year of specialized training related to senior center programs and services;
- AND
- B. One (1) year experience in the performance of above or related duties;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of vehicle operation and safety regulations. **Working knowledge of** aging recreation and education service programs policies, procedures and practices; basic automotive maintenance; geographical regions serviced; state highway and driving laws; computer operation and application of various software programs related to word processing, spreadsheet and data base projects; the special needs of senior citizens; the basic principles of supervision and motivation.

Ability to establish effective working relationships with supervisors, co-workers, senior citizens, civic organizations, and area health professionals; communicate effectively, verbally and in writing;

3. Special Qualifications:

Must possess and maintain a "clean" driver record, with no more than 3 moving violations.
CDL desirable.
Consideration given to those who speak Spanish.
May be required to be CPR certified.
Regular and reliable attendance.

4. Work Environment:

Work performed in a clinical setting with appropriate climate controls. Tasks require variety of physical activities, occasionally involving muscular strain, related to walking, standing, stooping, sitting, reaching. Hearing, talking and seeing essential to successful completion of typical duties. Common eye and, finger dexterity exist. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Elements of hazard uncertainty exist in the normal course of performing duties associated with providing case management services. Daily local travel required in the performance of essential functions.

EMPLOYMENT APPLICATION PROCEDURES:

Register online with Utah Department of Workforce Services and submit a Brigham City Corporation application for employment regarding **Job Order# 2514037** and submit application to DWS, 138 W 990 S, Brigham City, UT 84302 or fax to 435-695-2660, Attn: Charisse Jeppsen or by email to cjeppsen@utah.gov. Registration and application available at website <https://jobs.utah.gov> for all qualified applicants.

NOTE: All Brigham City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities.

BRIGHAM CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER