

Recreation Specialist II / Part-time Travel

Nature of Work

This part-time Travel Planner position coordinates Mentor Senior Center sponsored trips and activities. Responsibilities include but are not limited to planning and coordinating trips including venues, itineraries, scheduling escorts, and marketing to senior members. The average hours required for this position are 20 hours per week but due to the nature of the position, flexibility is a must.

Essential Job Functions

Identify, plan, book, and implement trips for senior participants

Utilize log sheets as means to communicate with trip and desk staff

Communicate with restaurants and other trip locations to schedule itineraries

Coordinate trip escort schedule

Escort trips as needed, and assist participants

Ensure all required documentation is received

Market and promote programs via newsletter, trip flier, and predeparture email

Utilize recreation software to register seniors for programs, create activities, run reports

Requirements & Desirable Skills

High School diploma or GED equivalent; college classes/degree is helpful

Good verbal and written communication skills, including excellent attention to detail.

Excellent customer service skills including strong problem-solving skills, empathetic, and adaptable

Strong organization skills

Patient, strong, pleasant demeanor, the ability and willingness to work alone, with a team and with volunteers.

Program and trip planning experience

Ability to manage multiple tasks and handle large crowds

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General office skills and computer literate

Basic knowledge of Microsoft Word and Excel as well as recreation software

Physical Demands

The physical demands 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, depth perception, and the ability to adjust focus.