

## **Department of Parks, Recreation, and Public Facilities**

### **Mentor Senior Center**

Position Title: Recreation Specialist for Special Elders Program

Classification: Regular Part time                      Grade: 10

Hours per pay period: 4.5 hours per day, 3-4 days per week

#### **Position Overview**

The Special Elders Program offers support to seniors who have special needs that would make it difficult for them to participate in activities without assistance. The program is scheduled mid-day Monday – Friday. The program is funded through CDBG, Lake County Senior Levy Funds, and the City of Mentor.

#### **Essential Job Functions**

- Planning, organizing, and carrying out activities for seniors who need assistance
- Creating weekly activities that meet special needs
- Planning and carrying out special events for Special Elders
- Creating, planning, and facilitating education presentations for seniors
- Serving food to seniors with physical challenges
- Coordinating with Kitchen staff
- Taking lunch orders, and collecting payment for lunch
- Supervising and coordinating volunteers
- Keeping daily logs of services rendered to participants
- Completing assessments of participants
- Implementing socialization and positive adjustment to conditions of aging
- Helping to create and maintain a safe environment for older seniors
- Acting as an advocate for older seniors
- Communicating with Elders' family members when needed
- Shopping for supplies and equipment needed for activities and events

#### **Requirements and Desirable Skills and Attributes**

- High School diploma or GED equivalent; college classes and degrees helpful
- Good Verbal and written communication skills
- Patient, strong, pleasant demeanor
- Experience with seniors who have physical and cognitive challenges is desired
- Ability and willingness to work alone and with others
- Ability to manage multiple tasks
- Ability to handle large crowds
- Ability and willingness to cooperate well with other staff