



JULY 28, 2010 – Open Until Filled

NORTHVILLE PARKS AND RECREATION

JOB POSTING

**RECREATION PROGRAM SPECIALIST
ADULT ENRICHMENT/SENIOR SERVICES
(part-time 30 hours per week)**

HISTORY AND LOCATION OF POSITION

Since 1986, the Parks and Recreation Department has provided senior citizen programs and services to the residents of the City of Northville, the Charter Township of Northville and the Northville Public School District. Approximately 36,000 residents live within the Northville community service area.

As the population of the Northville community begins to age, Northville residents remain active and engaged in healthy lifestyle options that promote wellness, create a sense of community and desire for lifelong learning. Adult Enrichment programs and services offered by the Parks and Recreation Department include lectures, social activities, trips, and volunteer opportunities. Due to reduced budget allocations, the position will coordinate both areas of programming.

The offices of the Senior Services program are located at 303 West Main Street, in the Northville Community Senior Center (CSC), a building also known as the Community Center. The building is owned by the Northville School District and operated/maintained by the Northville Parks and Recreation Department. Offices for the Northville Youth Assistance program are also located at the building. Senior Service programs and events are primarily held at the CSC. Adult Enrichment programs are held in a variety of indoor and outdoor locations.

SUMMARY OF DUTIES AND RESPONSIBILITIES (not an exhaustive listing)

- Adult Enrichment and senior program development and delivery
- Prepare and maintain budget, financial, participation and grant reports and records
- Personnel management of instructors, contractors and volunteers
- Attends meetings and seminars as a department representative
- Creates all promotional materials for programs

MINIMUM ABILITIES PREFERRED

- Post high school education with specific training in recreation and leisure, or any equivalent combination of experience and training.
- Knowledge of small business operations.

MINIMUM ABILITIES REQUIRED

- Two years experience in program management with a municipality or non-profit agency.
- Experience in direct supervision of employees.
- Excellent writing skills and use of grammar.
- Excellent public speaking skills.
- Computer literacy in Microsoft Office products.
- Ability to work a varied work schedule as required, including evenings, weekends and holidays.
- Ability to lift 25 pounds.
- Current, valid Michigan Driver's License with a good driving record.

WORK ENVIRONMENT

Office work is normally performed in an inside environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors. Some programs and events may be held in outside locations with weather conditions ranging from cold to hot, humid temperatures.

SUPERVISION RECEIVED

This position is directly accountable to the Recreation Superintendent.

SUPERVISION EXERCISED

The employee supervises and coordinates the work of the staff and volunteers working in the Adult Enrichment and Senior Services program.

COMPENSATION

This position is budgeted for 30 hours per week for 50 weeks with a starting rate of \$17 per hour. Benefits are limited to those required by law (i.e. social security and workers' compensation).

SELECTION METHOD

Structured oral interviews by panel. Final candidate(s) will be subject to a qualifying pre-employment medical examination and drug/alcohol screen.

*To apply for this position, please submit a cover letter and resume **or** a completed Employment Application (available at www.ci.northville.mi.us) to:*

*Northville Parks and Recreation
Attn: Patricia Brown, Recreation Superintendent
700 West Baseline Road
Northville, MI 48167*

Or, via e-mail: pbrown@ci.northville.mi.us. Applicant must enter "Adult Enrichment/Senior Services" in the e-mail subject line. No phone calls please.

Northville Parks and Recreation is a Shared Service of the Charter Township of Northville and the City of Northville and is an Equal Opportunity Employer.