



# RECREATION

## LEHI CITY POSITION OPENING Senior Center Program Coordinator

**CLOSING DATE:** Wednesday, September 2, 2015

**STARTING PAY:** \$10.53 per hour

**STATUS:** Part-time, without benefits

**DEPARTMENT:** Recreation, Leisure Services

**HOURS:** Averaging 15-20 hours/week, varies by week

**JOB SUMMARY:** Performs a variety of general **administrative and operational** duties as needed to coordinate the organization, scheduling, and operation of the Senior Center.

- Plans and makes all travel arrangements for trips for the Senior Citizens. Also must be available to travel on the trips.
- Helps plan and conduct classes for the Senior Citizens (computer, exercise, etc.)
- Prepares facility for daily lunches and other events; receives and prepares food for serving, serves daily lunches; assists in cleaning facility, including mopping and vacuuming floors, washing dishes and cookware, cleaning bathrooms, etc.
- Helps monitor building rental schedule; receives and responds to requests for rentals; apprises public of terms, conditions and regulations for rented facilities; collects rental fees and issues receipts; assures proper notification for rental schedule.

**MINIMUM REQUIREMENTS:** Graduation from high school or equivalent and experience related to similar responsibilities, and

- Current Utah Driver License
- First Aid and CPR Certified
- have a valid Food Handler's permit
- Working knowledge of development and operating of recreational programs; working knowledge of computers and various software applications; ability to establish and maintain effective working relationships with employees, patrons, and the public; ability to communicate effectively, verbally and in writing;.

**TO APPLY:** For required City application, download application and job description at [www.lehi-ut.gov](http://www.lehi-ut.gov). Applications can be submitted to Lehi City Human Resources or submitted electronically at [apply@lehi-ut.gov](mailto:apply@lehi-ut.gov). For questions, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or 385-201-2265.

**NOTE:** A complete list of essential functions and minimum requirements of the position may be obtained from Lehi City Human Resources. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801-768-7100, ext. 2265. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.