



RECREATION

LEHI CITY POSITION OPENING Senior Center Program Coordinator

CLOSING DATE: Open Until Filled

STARTING PAY RANGE: \$11.28-\$13.26/hour, depending on qualifications

STATUS: Part-time, without benefits

DEPARTMENT: Recreation, Leisure Services

JOB SUMMARY: Assist in the organization, scheduling, and operation of meaningful classes/programming for Lehi City Senior Citizen Center.

- Assists the Senior Center Manager in helping plan and conduct classes specifically for Senior Citizens (local field trips, special interests, computer classes, exercise, etc.)
- Plans and makes all travel arrangements for trips for the Senior Citizens. Preferred to be available for trips with Seniors Citizens.
- May assist Senior Center Staff with serving meals and mealtime activities, if needed.

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

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

TO APPLY: For required City application, download application and job description at www.lehi-ut.gov. Applications can be submitted to Lehi City Human Resources or submitted electronically at 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.