

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Assistant Senior Games Coordinator
Department : Parks & Recreation
Revised : November 2019

Class : Administrative Support
FLSA: Non-exempt

This job description supersedes any prior description for the Assistant Senior Games Coordinator classification.

GENERAL DESCRIPTION

Responsible work in assisting with the planning, organizing, and implementing the Salisbury/Rowan Senior Games Program, the SilverArts Program, and Senior Softball and Basketball Team Sports Programs. Work is under the general supervision of the Senior Games Coordinator and is evaluated through periodic conferences and observation.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Assists Senior Games Coordinator with the monthly recreational activities for the senior programs and special event practices such as team sports.

Assists in planning and implementing the events in a safe and professional manner; provides support in the selection and training of local volunteers and educating them on current rules and regulations of the NCSG; assists in overseeing the volunteers to ensure accurate results of all events.

Ensures facilities are adequate and events are safe for the seniors participating according to NCSG rules.

Assists with notifying local participants of year-round Senior Games activities and recruiting Senior Games participants.

Assists in organizing softball and basketball practices, games, and tournaments; distributes schedules to each team; recruits umpires and trains scorekeepers.

Assists with the SilverArts program including the planning and implementation of a quality visual, heritage, literary, and performing arts program; follows the guidelines and specific category requirements established by the NCSG Silver Arts Committee; and recruits SilverArts participants.

Provides adequate and safe facilities for the SilverArts participants and their art; ensures fair competition in judging; and incorporates SilverArts into the total Senior Games Program.

Seeks and requests donations for the various events and programs that take place throughout the year.

Assists with mini events called Senior Games Day at area healthcare facilities throughout the year including games with medals awarded, lunch, and entertainment.

Secures and maintains equipment and supplies as needed.

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OTHER JOB FUNCTIONS

Provides support with other Parks & Recreation programs at Ellis Park and Dan Nicholas Park as needed.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the regulations and policies related to the Senior Games and SilverArts Programs.

Ability to lead and instruct a variety of recreational and social activities for the senior population and other diverse groups served.

Ability to plan, organize, and implement programs for senior citizens and other diverse populations in adherence with State regulations and guidelines.

Ability to use computer software to create newsletters and publications and to type with accuracy.

Ability to conduct public relations activities through public speaking, social media, and fundraising activities.

Ability to motivate and coordinate volunteers and participants.

Ability to establish and maintain effective working relationships with community organizations, event participants, fellow workers, and the general public.

Ability to communicate effectively, orally and in writing.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs. or less. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Work includes operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Sports Management, Therapeutic Recreation, Recreation Administration, or related field; or graduation from high school and one year of experience working with senior citizens; or an equivalent combination of education and experience; a valid driver's license is required.

**This job description does not create an employment contract,
Implied or otherwise.**

