

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Senior Games Coordinator
Department : Parks & Recreation
Revised : September 2009

Class : Administrative Support
FLSA: Non-exempt

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

GENERAL DESCRIPTION

Responsible work planning, organizing, and implementing the Salisbury/Rowan Senior Games Program, the Silver Arts Program, and Senior Softball and Basketball Team Sports Programs. Work is under the general supervision of the Therapeutic Recreation Supervisor 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.)

Acts as official liaison between the North Carolina Senior Games (NCSG) and the Salisbury/Rowan Senior Games Program and community; receives and disseminates written correspondences from the NCSG to the local advisory board, steering committee, and community; designs and distributes publications and literature including newsletters, workshop notes, and other publicity to seniors.

Assures that the local games adhere to the NCSG "Policies and Responsibilities" and implements their sanctioning procedures and requirements.

Acts as Events Director of the Salisbury/Rowan Senior Games including planning and implementing the events in a safe and professional manner; selects and trains local volunteers and educates them on current rules and regulations of the NCSG; oversees 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.

Submits official records of the local games to the NCSG including game results, participant names and demographic information, and evaluation forms; distributes State Finals information to local winners for their registration to attend these State events.

Notifies local participants of year-round Senior Games activities and recruits Senior Games participants.

Represents the local games at official meetings and workshops at the State level; attends required training of the Local Coordinators Association Meeting.

Organizes softball and basketball practices, games, and tournaments; distributes schedules to each team; engages umpires and recruits and trains scorekeepers.

Acts as the Silver Arts Coordinator for Rowan County 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; recruits Silver Arts participants.

Provides accurate results of the Silver Arts Show to NCSG; provides adequate and safe facilities for participants and their art; ensures fair competition in judging; and incorporates Silver Arts into the total Senior Games Program.

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Conducts public relations activities including public speaking and solicitation of sponsorships for Senior Games, requests donations for the various events and programs that take place throughout the year, and obtains media coverage from the local paper in advertisements and actual coverage of the events.

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

OTHER JOB FUNCTIONS

Assists with Therapeutic Recreation Programs and projects at 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 Silver Arts 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 and fundraising activities.

Ability to motivate and coordinate volunteers and participants.

Ability to establish and maintain effective working relationships with community organizations, 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 may be exposed to hazardous materials.

EXPOSURE CONTROL

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

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MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Therapeutic Recreation, Recreation Administration, or related field and one year of experience working with senior citizens; or graduation from high school and two years 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.**