

**CLASSIFICATION SPECIFICATION**  
**CITY OF AVON**  
 An Equal Opportunity Employer

**TITLE:** Senior Center Activity Planner

**JOB RESPONSIBILITIES:** Under the direction of the Senior Center Coordinator, assists in the coordination and planning of the programs, social activities, and special events of the City's Senior Center. Performs various clerical duties as needed to ensure the effective operation of the City's Senior Center.  
**Performs other related duties as required**

**QUALIFICATIONS:** Coursework, training, work experience, or equivalent combination:

Completion of high school education or equivalent, plus three (3) or more years of experience in event or program planning, providing services to senior citizens, or equivalent; or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job.

**LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:**

<b>% OF TIME</b>	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> (Minimal necessary to perform duties) [*Indicates developed after employment]
50%	1. Assists in the coordination and planning of the services, programs, and activities of the City of Avon Senior Center; plans and schedules activities and special events for senior citizens; orders and maintains an adequate inventory of supplies and materials for activities and special events, as needed; assists the Senior Center Coordinator in determining scope, content, pricing, instructor fees, and scheduling of activities and special events; coordinates with contracted entertainers, speakers, and other individuals to determine qualifications, availability, and to arrange activity and special event booking commitments; assists with the preparation of materials and presentation setup/take down; assists the Senior Center Coordinator in resolving sensitive situations that may arise between contractors and senior citizens.	1. <b>Knowledge of</b> (1) gerontology, (2) City government structure and process, (3) department policies and procedures,* (4) community resources and services,* (5) senior citizen laws and/or regulations, (6) event planning, (7) office practices and procedures, (8) English grammar and spelling, (9) budgeting, (10) public relations; <b>ability to</b> (11) deal with problems involving several variables within familiar context, (12) define problems, collect data, establish facts, and draw valid conclusions, (13) carry out instructions in written, oral, or picture form, (14) determine material and equipment needs, (15) prepare accurate documentation, (16) complete routine forms, (17) prepare routine correspondence, (18) conduct effective interviews, (19) communicate effectively, (20) develop and maintain effective working relationships, (21) train or instruct volunteers, (22) write and/or edit documents for publication, (23) understand a variety of written and/or verbal communications, (24) maintain records according to established

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Developed by  
 Clemans, Nelson & Associates, Inc.

**Approval Date** \_\_\_\_\_  
 {6/22/2015 CLAVNCI 00154339.DOC }

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20%	2. Organizes special monthly and annual events including, but not limited to, special luncheons or dinners, health fairs, banquets, Volunteer Appreciation events, General Meeting entertainers, etc.; coordinates with caterers, the Senior Center Coordinator, and Senior Center staff to plan luncheons and dinners, create menus, develop pricing, order materials and services, and make other arrangements for events as needed.	1. (continued) procedures, (25) answer routine telephone inquiries, (26) resolve complaints, (27) move quickly and effectively from one task to another, (28) travel to and gain access to various facilities, (29) calculate fractions, decimals, and percentages; <b>skill in</b> (30) computer operation, (31) word processing, (32) use of modern office equipment.  2. <b>Knowledge of</b> (1), (2), (3),* (4),* (6), (7), (8), (9), (10); <b>ability to</b> (11), (12), (13), (14), (15), (19), (20), (21), (23), (24), (26), (27), (28), (29); <b>skill in</b> (30), (31), (32).
10%	3. Performs routine office procedures including filing, faxing, copying, shredding, distributing correspondence and processing mail; types and performs work in various computer programs including desktop publishing, word processing, spreadsheets and databases; maintains various records of programs, classes, and events; maintains data on registrations and attendance for activities.	3. <b>Knowledge of</b> (3),* (7), (8); <b>ability to</b> (13), (15), (16), (17), (19), (22), (23), (24), (25), (27), (28); <b>skill in</b> (30), (31), (32).

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10%	4. Assists the Senior Center Coordinator in overseeing, assigning, and scheduling volunteers.	4. <b>Knowledge of</b> (1), (2), (3),* (4),* (5), (6), (7), (8), (10); <b>ability to</b> (11), (12), (13), (18), (19), (20), (21), (23), (28); <b>skill in</b> (30), (31), (32).
5%	5. Assists the Senior Center Coordinator in preparation of the Senior Center newsletter.	5. <b>Knowledge of</b> (3)*, (4)*, (7), (8); <b>ability to</b> (15), (19), (22), (23); <b>skill in</b> (30), (31), (32).
5%	6. Assists the Senior Center Coordinator in the maintenance of a central clearinghouse of information that is of interest or benefit to senior citizens and ensures the dissemination of such information.	6. <b>Knowledge of</b> (1), (2), (3)*, (4)*, (5), (7), (8); <b>ability to</b> (11), (12), (13), (15), (19), (20), (23), (24), (25), (26), (27), (28); <b>skill in</b> (30), (31), (32).

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