

ORDINANCE NO. 33-16

AN ORDINANCE AMENDING SECTION 31.02 AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE NEW MCRC SENIOR ACTIVITIES COORDINATOR POSITION AND APPROVING THE JOB DESCRIPTION.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That Section 31.02 of the Salaries and Benefits Code of the City of Medina, Ohio the 2016 Recreation Center Part-Time Pay Scale is hereby amended, marked Exhibit A, attached hereto and incorporated herein.

SEC. 2: In accordance with Section 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio the job description for the position of Senior Activities Coordinator is hereby approved, marked Exhibit B, attached hereto and incorporated herein.

SEC. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 4: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: February 22, 2016

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: February 23, 2016

SIGNED: Dennis Hanwell
Mayor

Proposed

Ord. 33-16

Exh. B

31.07

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Senior Activities Coordinator

REPORTS TO: Program Manager

DEPARTMENT/DIVISION: Recreation

CIVIL SERVICE STATUS: Unclassified

JOB STATUS: Part-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: Under the direction of the Program Manager, the Senior Activities Coordinator is responsible for development, implementation and administration of all programs and activities for the senior population.

ESSENTIAL JOB FUNCTIONS:

Plans, implements, monitors, and promotes wellness and recreation programs to meet the specific needs of senior residents.

Provides programs and events that encourage engagement and socialization to help support high quality of life for the senior community.

Manages volunteer program, including recruitment, training and supervising volunteers.

Works with other community groups to organize and plan outings and senior events.

Designs and publishes newsletters and brochures and assist in the marketing and promotion of all senior programs and activities.

Develops statistics and reports on senior programs.

Schedules all senior programs and activities on site and assist in program set up and tear down.

Maintains and procures supplies, equipment, and programming materials.

Answers customer questions and serve as an information source for MCRC programs and activities.

Supervises staff, volunteers, and participants in programs, drop in activities, or special events.

Maintains open and consistent communication with all MCRC staff, custodial staff, and patrons.

Ensures the safety and welfare of all participants.

Ensures adherence to all MCRC policies and procedures during all programs and activities.

Attends all staff meetings and training sessions as scheduled.

Maintains regular and consistent attendance.

Follows emergency procedures as necessary.

Performs other duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE:

Possession of high school diploma, GED, or equivalent certificate required and preferably two or more years of direct programming experience with older adults.

Possession of a college degree or significant work in progress toward recreation, education, health education or related field preferred.

Strong organizational, leadership, and interpersonal communication skills.

Certifications:

- First Aid
- Cardiopulmonary Resuscitation/ AED
- Blood-borne Pathogen Training

License:

Valid driver's license issued by the State of Ohio.

QUALIFICATIONS:

Knowledge of:

- All MCRC policies and procedures; and
- Recreation programming.

Skilled in:

- Customer service; and
- Personal computer use including database applications and publishing software.

Ability to:

- Create and maintain accurate records using database computer applications.
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Work well with others in a dynamic customer service oriented environment;
- Understand and follow complex oral and written instructions;
- Effectively supervise staff members, volunteers, and participants to ensure quality programs and activities;
- Provide administrative and professional leadership and direction to department personnel; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machine, telephone and printers.

PHYSICAL DEMANDS:

This position requires lifting and moving MCRC equipment. This position also involves standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

ENVIRONMENTAL ELEMENTS:

This individual works indoors at MCRC.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings, and holidays.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGEMENT: _____ **DATE:** _____

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Recreation Leader

REPORTS TO: Program Manager

DEPARTMENT/DIVISION: Recreation

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Part-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: Under the direction of the Program Manager, the Recreation Leader is responsible for the planning and implementation of programs and activities for participants of all ages.

ESSENTIAL JOB FUNCTIONS:

Develops, plans, promotes, implements and evaluates programs and activities.

Files and organizes reports and other materials.

Designs and publishes newsletter and brochures.

Develops statistics and reports on programs.

Maintains programs and activities in the computerized registration system.

Maintains membership information in the computerized client database.

Schedules programs and activities.

Assists in program set-up and tear-down.

Takes inventory and procures equipment.

Answers patron questions and serves as an information source for Medina Community Recreation Center (MCRC) programs and activities.

Supervises staff and participants in programs, camps, drop-in activities or special events.

Mentors staff and volunteers to create a workplace that fosters growth and development.

Ensures adherence to all MCRC policies and procedures during all programs and activities.

Attends all staff meetings and training sessions as scheduled.

Maintains regular and consistent attendance.

Follows emergency procedures as necessary.

EDUCATION, TRAINING AND EXPERIENCE:

Possession of high school diploma, GED or equivalent certificate and preferably two years work experience in recreation programming.

Strong organizational, leadership and interpersonal communication skills.

Certifications:

First Aid

Cardiopulmonary Resuscitation/ AED

License:

Valid driver's license issued by the State of Ohio.

QUALIFICATIONS:

Knowledge of:

- All MCRC policies and procedures; and
- Recreation programming.

Skilled in:

- Customer service; and
- Personal computer use including database applications and publishing software.

Ability to:

- Create and maintain accurate records using database computer applications;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Work well with others in a dynamic customer service oriented environment;
- Understand and follow complex oral and written instructions;
- Effectively supervise staff members and contracted employees to ensure quality programs and activities;
- Provide administrative and professional leadership and direction to Department personnel; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

PHYSICAL DEMANDS:

This position requires lifting and moving MCRC equipment. This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

ENVIRONMENTAL ELEMENTS:

This individual works indoors at MCRC.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

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