

## **NOTICE OF JOB OPENING**

TITLE: Director- Youth & Senior Services

NUMBER OF VACANCIES: One (1)

PAY: \$55,000 annually

**Residency Requirement:** Must be a resident of the City of Niagara Falls, NY within 6 months of appointment

**Distinguishing Features of the Class-** This is specialized work responsible for the planning, development, and managing of youth and senior programming at City-owned facilities. This is important administrative work in the area of recreational activities for youth and seniors. The incumbent will report to the Executive Office and provide supervision to City employees at City-owned facilities, including seasonal employees. The incumbent performs related work as required.

### **Typical Work Activities**

- Plans, initiates, organizes, schedules and supervises recreational activities for youth and seniors.
- Provides information to the Department of Public Works on maintenance needs for City owned facilities utilized by seniors and youth.
- Promotes programs through the preparation and issuance of publicity utilizing traditional and social media in coordination with the Executive Office.
- Coordinates programming with other governmental and non-profit agencies.
- Provides reports on programming, budget requests, purchase of supplies and program development to the Executive Office for review.

### **Full Performance, Knowledge's, Skills, Abilities and Personal Characteristics**

Good knowledge of recreational activities and programs for youth and seniors; working knowledge of the processes involved in application for and administration of state and other related grant programs; ability to establish and maintain cooperative relationships with various levels of government, community agencies and organizations; ability to collect and analyze data and prepare administrative reports; ability to understand and empathize with the needs of seniors; ability to plan, schedule and supervise the activities of subordinate seasonal staff; ability to communicate effectively both orally and in writing; tact and courtesy.

### **Minimum Qualifications:**

Associates Degree in Human Services with two (2) years of related work experience

OR

Graduation from high school or possession of a high school equivalency diploma with four (4) years of related work experience