

CONEJO RECREATION & PARK DISTRICT

DRAFT

Job Title: Conejo Senior Volunteer Program Director

Division: Recreation & Community Services

Summary:

Under general supervision, plans, organizes and implements the Conejo Senior Volunteer Program (CSVP) to provide meaningful volunteer opportunities for seniors; develops partnerships and relationships with community organizations; and performs other duties as assigned.

Essential Duties & Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, schedules, assigns, supervises and participates in the District's CSVP unit typically consisting of part-time employees and volunteers; organizes and conducts program events, activities and services; interprets and communicates District policies to staff and ensures compliance with applicable federal, state and District safety regulations; interviews and participates in selecting new staff; establishes performance requirements; regularly monitors, evaluates and addresses performance.
- Contributes to the development of and monitors performance against the program budget and grants; approves purchases and other expenditures in accordance with District policies and procedures.
- Develops partnerships and volunteer opportunities for seniors with government agencies, not-for-profits and other service organizations; contacts local agencies, liaises with volunteer sites to ensure maximum satisfaction for both the senior volunteer and the hosting site; provides conflict resolution, as necessary.
- Notifies and connects seniors with suitable short- and long-term volunteer opportunities and events within the District and with partners; prepares publicity materials and produces presentations to partners and other stakeholders to promote participation in activities.
- Develops relationships, liaises and identifies programmatic services needs with seniors; assists supervisor with the development, enhancement and implementation of new and existing services and programming for seniors; assists in monitoring program effectiveness and tracking metrics and data used for funding and program evaluation.
- Identifies, applies for and administers various grants and other funding sources to support program initiatives; develops or identifies sponsorships, events and engagement opportunities within the District for partnership support and participation.
- Coordinates events, activities, finances and meetings of the CSVP Advisory Council; develops council fundraising guidelines and includes supervision of multiple fundraisers.
- Prepares and maintains a variety of records, reports and correspondence including grant budget and program tracking reports.

- Administers multiple grant programs including management and supervision of the Senior Nutrition Program including oversight of the Goebel Café as well as the CSVP Free Tax Preparation Program.

Other Duties & Responsibilities:

- May drive a District or personal vehicle.
- Represents the District in the community.
- Exempt employees may be required to work nights and weekends.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Education and Experience:

A typical way to obtain the knowledge and abilities would be: a bachelor's degree with emphasis in recreation, gerontology or a closely related field, and two years of group recreational activity leadership experience including supervisory, public relations or marketing skills; or an equivalent combination of education and experience. At least one year of volunteer management and grant preparation/compliance experience is preferred.

Language Ability:

Ability to read, analyze and interpret documents in area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence, procedure manuals or articles. Ability to effectively communicate, present information in oral and written form, and respond to questions from managers and the public. Ability to speak Spanish is desirable.

Math Ability:

Ability to calculate figures and amounts such as percentages and costs. Ability to develop and monitor budgets. Ability to compile and interpret statistical information used in grant tracking and reporting.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in standardized situations. Ability to interpret a variety of instructions provided in written or oral form. Ability to exercise a high degree of independent judgment.

Certificates and Licenses:

- Adult and Pediatric First Aid & CPR/AED within 90 days of hire.

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.
- Department of Justice fingerprint clearance.
- Proof of a negative TB skin test.
- ServSafe Food Manager Certification

Supervisory Responsibilities:

Typically supervises part-time employees and volunteers in the recreation department. The number of part-time employees supervised varies depending on unit assignment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a community center or office environment subject to frequent public contact and interruption, and to intermittent exposure to individuals acting in a disagreeable fashion. The noise level is usually moderate. The employee frequently works in the field and in outdoor weather conditions; extreme heat or cold; and where the noise level may be loud. Exposure to hazardous conditions in the environment varies depending on unit assigned.

Physical Demands:

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk and sit; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift, push or pull up to 25 pounds. The physical demands vary depending on unit assignment.

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Revised 4/4/24

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.