



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

PROGRAM & EVENTS COORDINATOR TWO RIVERS SENIOR CENTER FULL-TIME

The Program & Special Events Coordinator develops, organizes, and manages a program of recreational, educational, and service events tailored to members of the Two Rivers Senior Center to promote healthy and active lifestyles for the seniors in our community.

This position works under the general supervision of the Senior Center Supervisor and the Parks & Recreation Director.

Candidates must be at least 18 years of age, be able work with older adults in a friendly, compassionate manner, and have the ability to develop new programming to meet the changing needs of the members of the center. Computer knowledge and experience must include Microsoft Office programs, Gmail, and Google Calendar. A valid Wisconsin Driver's license is required.

Starting wage will be \$18.60 to \$21.56 hourly, dependent on qualifications.

The City of Two Rivers offers an excellent benefit package including participation in the Wisconsin Retirement System, comprehensive health, dental, vision, and life insurance. The City is an equal opportunity employer.

Interested candidates should submit a detailed letter of interest, resume, and completed employment application by 4:00 pm on Wednesday, August 17, 2022, via email to jjackson@two-rivers.org or by mail to:

City of Two Rivers
Attn: Human Resources
Post Office Box 87
Two Rivers, WI 54241-0087



POSITION TITLE: Program and Events Coordinator

REPORTS TO: Senior Center Supervisor

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: August 2022

DEPARTMENT: Parks & Recreation Department

DIVISION: Senior Center

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly, Pay Grade 3

GENERAL PURPOSE

To develop, organize, and manage a program of recreational, educational, and service events tailored to members of the Two Rivers Senior Center to promote healthy and active lifestyles for the seniors in the community.

SUPERVISION RECEIVED

Works under the general supervision of the Senior Center Supervisor and the Parks and Recreation Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Plan, promote, organize, schedule and lead programs such as: nutrition, recreation, health, social services, home bound services, and participants of any Title III fund programs. Develops new programs to increase membership and participation at the Senior Center.
- Facilitates successful fundraisers in partnership with Senior Center Supervisor and Volunteer and Nutrition Coordinator.
- Recruit and/or train instructors and program aides for arts/crafts/education/health, classes, clinics, or programs.
- Recruit and train volunteers to facilitate program needs.



- Recruit speakers for special in-house programs.
- Prepares statistical data collection reports as required by Senior Center Supervisor.
- Coordinate and escort, if needed, fundraising trips, both day and extended.
- Work toward continual improvement in the chore service, homebound and community service programs.
- Receives requests from the public and directs to appropriate resources and/or provides options to resolve request.
- Composes and edits a variety of correspondence, memoranda, public service announcements, and other reports requiring judgment as to content, accuracy, and completeness.
- Prepares flyers, brochures, notices, activity calendars, newsletters, etc.
- Schedules and assists with room schedules and activity set-ups.
- Maintains good communication within Parks and Recreation divisions, other City departments, school district, and the business community.
- Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

- High School diploma or equivalent
- Bachelor's degree in human services, adult education, therapeutic recreation, or associates degree in gerontology, recreation activity leader, or a related field, or five (5) years' work experience in a related field and/or training in a related program.
- Two (2) years' experience in organizing and planning recreational activities for seniors.
- Experience in fundraising at all levels.
- Any equivalent combination of education and experience that demonstrates the ability to perform the job duties and responsibilities.
- Possess and maintain a valid Wisconsin Driver's license and maintain insurability by the City's liability insurance carrier.
- Must be able to obtain Food Safety Certification from the State of Wisconsin within one year of hire.

NECESSARY KNOWLEDGE SKILLS & ABILITIES

- Ability to work with older adults in a friendly, compassionate manner.
- Ability to develop new programming to meet the changing needs of the members of the center, with input from the Committee on Aging, the Older Americans Act, and as determined by the Senior Center Supervisor.
- Knowledge of types of programming that pertain to the holistic wellness of seniors.
- Basic knowledge of community resources available to seniors.
- Knowledge of resources available to aid in the development of Senior Center programs.
- Proficient in Microsoft Word, Excel, desktop publisher, social media, Gmail, and Google calendar.

- Basic accounting procedures.

TOOLS & EQUIPMENT USED

- Office equipment such as, but not limited to, computer, copy/fax machine, telephone, and calculator.
- Kitchen equipment.
- Electronic equipment such as projectors and sound systems.
- Miscellaneous equipment used for special programming.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, or hear. The employee is constantly required to use hands, tools, controls and reach and lift with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch and/or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close visions, distance vision, peripheral vision color vision, and the ability to adjust focus.

Employee must be able to pass physical examination, which may require blood testing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in a kitchen, and in outside weather conditions. The employee is occasionally exposed to wet, hot, and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is quiet to loud while in the office and moderately loud due to operation of equipment in the kitchen.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF TWO RIVERS
APPLICATION FOR EMPLOYMENT**

To Applicants: We appreciate your interest in our organization and assure you that we are sincerely interested in you. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

APPLICANT INFORMATION

Last Name	First	Middle	Date of Application
Address			Telephone No. (Include Area Code)
City	State	Zip	Cell Phone No. (Include Area Code)
Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state name and relationship (include in-laws):			
Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: <i>(Conviction of a crime does not automatically disqualify you from employment)</i>			

Please Provide your E-Mail Address: _____

INSTRUCTIONS:

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please thoroughly read all statements contained in this Application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. **Incomplete or illegible applications will not be processed.**
4. Do not fill out any other attached forms unless and until instructed.
5. You may attach additional sheets to the application to further explain or expand on your answers to the questions.
6. If you wish, you may attach your resume to this **completed** application.

APPLICANT NOTE:

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after 90 days. If at any time after this point you wish to be considered for employment with the City, another application will have to be completed.

EEO STATEMENT

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

EMPLOYMENT INFORMATION

Position Applied For: Full-Time Part-Time Seasonal (Circle One)	Date you can start	Salary/Hourly Rate desired
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked here before? If yes, date/dept
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you received a job description or had the requirements of the job explained to you? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you understand these requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you perform the requirements of this job with or without reasonable accommodations?		

EDUCATION INFORMATION

School	Name of School/City & State	Check No. of Years Completed	List Diploma or Degree	Course of Study
High		1 2 3 4		
College		1 2 3 4		
Other (Specify)		1 2 3 4		

Special Training: _____

Driver's License Number: _____ **State of Registration:** ____ If commercial driver's license is required, list classification held and attach up to ten year employment history, if worked ten or more years. Have you ever been convicted of driving under the influence of alcohol or controlled substances? Yes No. If yes, provide date, where arrested, and under what circumstances. _____

EMPLOYMENT WORK HISTORY

(List Employers for the Past Ten Years - Last or Present Employer, First – Attach Additional Sheets if Necessary)

Name of Employer	Present		2.		3.	
Address						
Telephone						
Employment Dates	From	To	From	To	From	To
Salary	Start	Finish	Start	Finish	Start	Finish
Exact Title of Your Position						
Name/Title of Immediate Supervisor						
Describe Your Duties						
Reason for Leaving						

REFERENCES
(Do Not Include Relatives)

Name & Occupation	Address/Phone	Years Known/Relationship

APPLICANT'S CERTIFICATION AND AUTHORIZATION

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicants' Full Name _____
(PLEASE PRINT)

Signed

Dated

EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

(Please print)

Date: _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip

Complete Only The Sections Below That Have Been Checked:

X	Current Job
X	(Check One) Male Female
X	Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
X	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
X	Birthdate

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open ___ Yes ___ No

Positions(s) Considered For: _____

Other: _____