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NASSAU COUNTY

**Title : SENIOR CITIZEN PROGRAM
DEVELOPMENT AIDE**

SCHOOL DISTRICTS

Code: 090313 HFN

CLASS SPECIFICATION

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GENERAL STATEMENT OF DUTIES

Assists in the development and implementation of a variety of group activities and selfhelp programs for senior citizens; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties involve the exercise of limited judgment in the performance of routine tasks.

TYPICAL DUTIES

- * 1. Assists in the development of recreational activities and programs for senior citizens.
- * 2. Assists in planning and arranging bus trips and outings to places of interest, restaurants, the theatre, and beaches.
- 3. Arranges for transportation to and from meeting place.
- 4. Orders and picks up food stuffs and craft supplies.
- 5. Prepares material for distribution to workshops; maintains material and equipment in order at senior centers.
- 6. Posts information of activities at senior center.

* **ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the problems, needs, and limitations of senior citizens.
2. Ability to assist in planning and coordinating a diversified activities program for senior citizens.
3. Ability to establish and maintain effective working relationships with associates and senior citizens.
4. Ability to understand and follow oral and written directions.
5. Ability to maintain accurate records and prepare reports.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school.

NOTE: Paid or voluntary experience in the field of gerontology, either in community program development or in recreation, social work, education, health, and/or related areas, may be substituted for high school education on a year-for-year basis up to a maximum of two years.

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