

Shelby County Park and Recreation Authority (SCPARA)
Mary Ellen Estes Senior Community Center at Heardmont Park
SCPARA – Senior Services
SCPARA – Construction & Maintenance Services
5452 Cahaba Valley Road
Birmingham, Alabama 35242

Position Announcement - SCPARA preparing for the Future Retirement of the Manager of Senior Services in FY 2025

Location: Mary Ellen Estes Senior Community Center at Heardmont Park
Senior Services and Center Operating Days/Hours - Monday through Friday 8:30-2:30 P.M.

Title: Manager of Senior Services

Category of Service: Part-time Service Position with initial work seek schedule being 30 hours / 5 days per week and the opportunity to transition to a base schedule of 4 days or 24 hrs. based on the staffing and the required onsite personnel scheduling

Compensation: Hourly Pay Rate Range: \$17 - \$20 per hour (Payroll is two times per month payroll plus eligibility for earned PTO and holiday leave days and any applicable COLA payment, insurance assistance payment or longevity pay pursuant to the associated policies and procedures)

Position Outline: Position reports to the General Manager with coordinating communications with the SCPARA Office Manager. Onsite or offsite activities may require a modified flexible schedule coordinated with senior services personnel and/or volunteers. Plans, organizes, and directs educational, recreational and fitness programs or activities for seniors age fifty-five and older through the Mary Ellen Estes Senior Community Center. Manages and/or delivers the daily operations through the senior center, both onsite and offsite programs and services. Daily nutritional/food services for seniors – onsite and homebound.

Representative Duties and Responsibilities: The following outline is not intended to be all-inclusive nor exclusive, but is intended to provide examples of typical duties performed: Researches, examines, studies and analyzes recreational or educational needs and resources for Senior Citizens; May assist SCPARA GM or SCPARA Office Manager with short-term projects or assignments applicable to the overall operations of SCPARA services; Schedules maintenance and use of equipment, facilities or vehicles; Develop, implement and communicate all programs and activities to seniors; Maintains consistent communications through public postings – activity calendar, Facebook, email communications with database or designated program participants, and standard verbal communications; Coordinates programs and services with local agencies such as M4A, Shelby County RSVP, Shelby County Department of Community Services and others; Requests and/or purchases equipment and supplies from various vendors; Establishes and maintains contact with service, supply, food and equipment vendors; Works with senior services personnel as well as contract providers – M4A or State of Alabama Food Services Vendor for Homebound meals, onsite meals at Senior Center; Studies and complies with all applicable government regulations; Develops and maintains relations with other community services providers; Plans trips and may drive a passenger vehicle (14 passenger or less/non-cdl required licensing) seniors to educational and recreational excursions or places of interests;

Preferred Education and Experience: Bachelor's Degree and two years' experience in either educational, recreation or fitness programs or equivalent experience that required the organization or development of materials and detailed information for others. Experience with Microsoft Outlook and Word.

Please request a SCPARA application by emailing Kay Mundy, SCPARA Office Manager at kmundy@scpara.com Resumes can be attached to the application. Position is open until filled. Transmit letter of interest and completed application to the following email addresses: Alex Dudchock, GM adudchock@scpara.com and kmundy@scpara.com.

(7/10/2024)

