



South Jordan City

Volunteer Job Description

Title: Senior Programs Instructor	Effective Date: 6/1/16
Department: Community Services	
Division: Senior Programs	Position Type: Volunteer

GENERAL PURPOSE

Assist in the facilitation and operation of Senior Program Classes at the South Jordan Community Center. This volunteer position includes quality service delivery and customer service.

SUPERVISOR

Associate Director of Community Services

ESSENTIAL JOB FUNCTIONS

Maintain a regular and dependable level of attendance as agreed upon with supervisor.

Facilitate a class specific for Senior Programs. Organize, coordinate and facilitate classes on an agreed upon basis.

Maintain proper certifications. Remain professional.

Complete written forms and reports.

Receive and respond to questions and assist senior program participants. Be able to modify activity for those who have varying levels of mental and physical capacity.

Oversee class to ensure facility safety and rules are being followed.

Meet with facility staff to exchange information pertaining to ongoing facility operations, problem solving and future events.

Self motivated to complete assigned tasks during with little or no supervision.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Knowledge, Skills, and Abilities:

Ability to work independently and deal effectively with stress caused by continuous public contact; communicate effectively, verbally and in writing; operate standard office equipment; effective working relationships with supervisors, fellow employees, and the public.

2. Working Conditions:

Willingness to work evenings and some Saturdays. Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.