



## City of Somerville

### Senior/Visitors Center Job Description

The City of Somerville is seeking an individual to operate its Senior/Visitors Center. The position is a dual occupation assignment. The position requires that the Senior Center be operated from 8:00 AM until 1:00 PM. The City's Visitors center operates from 1:30 PM until 4:30 PM.

The applicant should have experience in the operations of a Senior Center facility. The City of Somerville has an active senior center and the individual should be able to organize daily activities for our seniors to participate and take part in. The position requires scheduling of meals on wheels, planning of social events, and provide emotional and intellectual support.

The City of Somerville Visitors Center is an information center for travelers, lake visitors, vacationers, businesses, or for individuals looking for general information about the City of Somerville.

#### **JOB SUMMARY:**

Supervises senior center site to ensure that the program is operated with high quality and in compliance with the City policy.

Operate the City's Visitors Center to welcome visitors and ensure that the visitors have information for lodging, activities facilities such as Welch Park, business information, places to eat, and sites to visit.

#### **CORE DUTIES AND RESPONSIBILITIES:**

- Supervise a senior center attended by older adults to receive a noon meal and participate in a range of on-site programs and activities. Observe and monitor clients attending the program.
- Maintain program compliance which includes, but is not limited to, submitting weekly and monthly meal and center utilization reports to the City Administrator, creating monthly calendars that include required nutrition education.
- Recruit, train and directly supervise participant volunteers.
- Seek community collaborators to provide health education, nutrition education, exercise and other resources that promote a healthier lifestyle and attract seniors to senior center programs.

- Develop, create and maintain a clean, safe, and inviting environment that promotes comfort and socialization among clients including but not limited to: food temperature safety, serving meals, clean up, etc.
- Work with community and internal agency partners in a manner that promotes a positive image of the agency and the Senior Health and Wellness programs.
- Develop a friendly web site to encourage visitors to the city's attractions, such as Welch Park, Historical Museum, and the Lake Somerville Dam.
- Reach out to the City's businesses for information on hours of operation and business-related information for distribution to the public.
- Seek community collaborators to promote the City of Somerville through the development of signage that would direct visitors to the City sites of interest.
- Work with community and businesses to establish a agency partnership in a manner that promotes a positive image of the agency and the City of Somerville
- Monitor calls and, submit weekly and monthly reports to the City Administrator, and attend city council meeting to deliver department updates.

## **JOB REQUIREMENTS**

### **MINIMUM EDUCATION:**

High school degree or equivalency

### **YEARS OF EXPERIENCE:**

1-3 years experience working with older adult population.

### **CERTIFICATIONS, LICENSES, REGISTRATIONS:**

Valid Texas Driver's License and good driving record

First Aid/CPR

### **SKILLS SHOULD INCLUDE:**

- Communicate clearly and concisely, both orally and in writing.
- Meets deadlines
- Organizational skills and clerical duties
- Able to work independently
- Able to multitask
- Has their own personal transportation (for travel to meetings and to drop off paperwork)
- Computer proficiency
- Attention to detail

## **CITY BENEFITS**

- The City of Somerville has a retirement plan with the Texas Municipal Retirement System. Employee contribution rate is 5% with the City matching rate at 6%.
- Employee health and medical insurance is paid by the City.
- Vacation and sick leave accrued monthly.