

PARKS & RECREATION

February 24, 2025

*An opening for the position of **Part-time Programs Coordinator / Facility Worker** exists at the B.E. Murph Center for Seniors in the department of Parks and Recreation, City of Laurel, MS.*

The **Part-time Programs Coordinator / Facility Worker** is a part-time, regular position at the City of Laurel B.E. Murph Center for Seniors. The immediate supervisor for this position is the Parks and Recreation Director. The person in this position is supervised on a daily basis and has no supervisory authority. The work for this position is typically indoors. The positions have accountability for monetary, fiscal, safety, and legal issues related to the work for which this position is responsible. Work includes responsibility for maintaining public awareness and support for planning, developing, and implementing senior citizen programs.

There is exposure to chemicals and/or hazardous materials on a less than monthly basis. This exposure includes, but is not limited to, cleaning chemicals and various other chemicals utilized by the department. The stress level associated with this position is average. Physical work involved with this position includes, but is not limited to walking and standing for long periods of time, bending, kneeling, and lifting and carrying equipment and supplies.

Certification: A valid Mississippi driver's license is required for this position.
CPR Certification and First Aid Training are preferred for this position.

Education: A high school diploma or its equivalent is required for this position.

Experience: No experience is required for this position. Customer service experience preferred.

Essential Duties and Responsibilities

Senior Citizen Program Development & Planning

- Host & Coordinate Events
- Organize AARP monthly meetings.
- Occasionally shop for supplies and craft materials.
- Assist with the following activities:

Weekly: Jewelry and exercise classes.

Monthly: Art classes, wreath/flower arrangement classes, potluck breakfast and luncheon.

Quarterly: Birthday Gala.

Yearly Observances:

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|-----------------------------------|-------------------------------------|
| ➤ National Grandparent's Day | ➤ Firefighter Appreciation Luncheon |
| ➤ Senior Citizen's Day | ➤ Senior Christmas Party |
| ➤ Pastor Appreciation Breakfast | ➤ Senior Prom |
| ➤ Mother's/Father's Day Breakfast | |

Community Engagement & Awareness

- Maintain public awareness and support for community development programs for senior citizens.
- Provide information regarding current and future events.

Facility Assistance & Administrative Support

- Assist facility users upon arrival.
- Perform administrative and clerical support tasks.
- Maintain basic filing and recordkeeping.
- Follow City of Laurel safety procedures to ensure a safe environment at the B.E. Murph Center for Seniors.

Facility Maintenance & Janitorial Services

- General Cleaning & Upkeep
- Remove debris and trash from the facility.
- Sweep and/or mop floors as needed.
- Clean specific messes reported by facility users.
- Maintain cleanliness of restrooms

Perform other duties as directed

Knowledge, Skills, and Abilities

Knowledge:

- Locations of other City properties
- Procedures and methods for cleaning various types of surfaces
- Proper storage and use of cleaning chemicals
- Proper grammar and proper use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Use a multi-line telephone system to answer and transfer calls
- Prioritize daily workflow
- Work as a team member with other employees
- Meet specified or required deadlines
- Communicate effectively with residents, elected officials, and other City employees effectively, both orally and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City policies and procedures

Physical Requirements:

The physical requirements 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 of this position.

- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions
- Hearing ability sufficient to hold conversations with others in person and over a telephone
- Ability to bend, stoop, crouch occasionally
- Must be capable of extending the hands and arms in any direction, handling, seizing, holding, grasping, turning, or otherwise working with the hands/fingers.

The duties listed in this job description are illustrations of the various types of work that may be required. The omission of specific statements of duties does not exclude them from the positions if the work is similar, related, or logical to the position. This job description is subject to change by the employer as the needs of the employer change.

Salary: \$9.82 hourly

The city of Laurel is an Equal Opportunity Employer. The City of Laurel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.

Applicant must provide the following documents to Human Resources, 401 North 5th Avenue (3rd Floor City Hall) Room 302:

- ✓ WIN Job Center referral
- ✓ Valid Mississippi Driver's License
- ✓ Social Security Card
- ✓ High School Diploma or Equivalent *Required*

The City of Laurel retains the right to modify this job description as it deems necessary.
