



## Senior Center Trip Coordinator (Clerk)

Mayor Pamela Bobst

Reports To: Director of Senior Services  
Shift: Up to 29 hours a week

Salary: \$10.45/hr - \$18.00/hr  
FLSA Status: Exempt

Hours of operation are 8:30AM – 4:30PM  
Monday through Friday  
Evenings and Weekends as needed

**Additional qualifications specific to the particular opening will be identified in each job posting.**

**Position Overview:** Under general direction of the Director of Senior Services, the Trip Coordinator plans and coordinates day and overnight trips, provides escort and supervision for day trips, maintains trip paperwork. Provides assistance with special events as needed. The Trip Coordinator utilizes standard office equipment including, but not limited to, the City's telephone system, computers, copier, fax machines, microphones, and operates a City vehicle. The work is performed both in the field on tour buses and various travel locations and in a typical office environment where the employee is not generally exposed to adverse environmental conditions.

### **Duties:**

#### **1. Programming and Services**

**60%**

- Supports in-house services and programs for City's senior community\*
- Plans overnight tours to address senior community's interests. Meets with private contractors and vendors to provide this service\*
- Plans and escorts day trips and tours.
- Maintains contracts and correspondence with independent contractors and vendors\*

#### **2. Administrative**

**20%**

- Processes invoices, itineraries, and confirmations pertaining to all tours\*

#### **3. Miscellaneous**

**20%**

- Performs duties of staff as needed to ensure effective operation of the Senior Center\*
- Assists the Program Coordinator with special events and programs
- Provides vacation and sick leave coverage for Front Desk, Gift Shop, Kitchen, Cashier, Transportation as needed.
- All other duties as assigned by the Director

\* Denotes essential function of the job

**Minimum Qualifications:**

- A high school education; or an equivalent combination of education or experience which provides the necessary skills and abilities to perform the job.
- Must possess a valid state issued driver's license.
- Must be able to relate well to seniors and work well with staff and volunteers.

Position will be posted until filled. Applications may be obtained at [http://s804876413.onlinehome.us/hr\\_docs/employment\\_application.pdf](http://s804876413.onlinehome.us/hr_docs/employment_application.pdf) or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m.

at:

**Michael T. Greco, Director of Human Resources  
City of Rocky River  
21012 Hilliard Boulevard  
Rocky River, OH 44116**

**The City of Rocky River is an Equal Opportunity Employer**