

## JOB DESCRIPTION

**Job Title:** Assistant Program Director  
**Department:** Park & Recreation  
**Work Schedule:** Monday-Friday Weekend and evening hours will be required for events, field trips, programs, etc.  
**Supervised by:** Program Director **FLSA Status:** Non-Exempt  
**Supervises:** None **Status:** Full-Time  
**Date Written:** 9/12/14 **Date Revised:** 06/23/2026

### Duties:

1. Responsible for providing entertainment for senior citizens at the Community Center.
2. Answer telephone and greet visitors providing information and assistance.
3. Recruit new members.
4. Assist Program Director with creating and implementing programming for the department.
5. Responsible for all aspects of senior programming, including scheduling, creating new programs, chaperoning activities.
6. Must develop and maintain relationships with local partners.
7. Coordinate event calendar with Program Director.
8. Aggressively promote activities with local outlets.
9. Work directly with Parks Department maintenance staff, Program Director, and office staff.
10. Light maintenance work.
11. Other duties as assigned.
12. Provide transportation to seniors. Must have for hire license and meet all the physical and cognitive requirements of INDOT.

### Work Experience/Job Requirements:

- Must be bondable.
- Computer experience required.
- High School diploma required.
- Experience coordinating activities with public.
- For hire license required and good driving record required.
- Experience in dealing with the general public.
- Knowledge of city streets helpful.
- Must have or be willing to attend class for adult CPR certification, wheelchair securement, and any other INDOT required training.
- Required to have an annual physical, etc. through company consortium.
- This position is a safety-sensitive position. This employee will directly operate a revenue service vehicle and will be controlling the movement of this vehicle. This employee will be required to submit to 49 CFR Part 40 drug and alcohol procedures.

**Physical Effort:** Needs to perform duties in a standard office environment which may involve sitting/standing for long periods of time and lifting objects weighing less than 20 pounds.

**Working Conditions:** Employee maintains frequent contact with co-workers and the public for the purpose of exchanging information. Employee also frequently works with little or no supervision. Needs to perform duties in a revenue service vehicle, which may involve sitting for long periods. Employee occasionally requested to work evening or weekend hours for special events. Employee will be required to work in all weather conditions.

**Education:** High School diploma required.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

The City of Seymour is an EEO employer.