



Job Posting – Parks & Recreation
Senior Program Manager

Pay Range:

\$23.00-\$25.00 per hour based on experience.

This position is open to internal full time and part time City of Berkley employees only.

Duties:

- Coordinate and plan various senior citizen clubs, trips, activities and programs.
- Maintain cooperative relationships between organized senior clubs, city departments and the general public.
- Prepare and mail bi-monthly newsletter.
- Works special events on an as needed basis.
- Receives telephone and counter requests from seniors for van service.
- Dispatches van based on time schedules and passenger demand. Plans and organizes van routes and contacts driver via radio to inform him/her of the assignments.
- Assists seniors in finding alternative transportation methods when they do not fit the criteria of the van system.
- Maintains accurate operation logs including total rides, number of passengers, miles driven, maintenance, and complaints. Files weekly CPP report and performs other clerical work as assigned.
- Resolves customer complaints or directs the complaint to the Parks and Recreation Superintendent.
- Other duties as assigned.

Requirements:

- Must have a high school diploma or equivalent. Undergraduate degree in a related field preferred.
- Valid driver's license and the ability to acquire Chauffeur's license
- Some knowledge of the objectives and aspirations of the senior population, including an understanding of the activities which makeup community programs and of the needs of the community with respect to such senior citizen programs.
- Knowledge of traffic laws, ordinances, and practices involved with safe vehicle operation.
- Ability to establish and maintain effective working relationships with employees, supervisors, passengers and the general public.

To Apply:

Deadline to Apply: April 30, 2025

Please submit a completed application to Human Resources Director Jessica Stover at hr@berkleymi.gov.

Applications can be downloaded on the City website located at: <https://www.berkleymi.gov/employment>

EEO/ADA Statement:

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Berkley does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 658-3356 or jstover@berkleymi.gov if auxiliary aids or services are needed. Reasonable advanced notice is required.