

# **CITY OF MANCHESTER**

**HUMAN RESOURCES DEPARTMENT**  
**ONE CITY HALL PLAZA**  
**MANCHESTER, NH 03101-1932**  
**TEL. 603-624-6543 (VOICE/TTY)**  
**FAX. 603-628-6065**  
**www.manchesternh.gov/jobs**



## **SENIOR SERVICES SPECIALIST I**

(Announcement Number R-75-15)

Grade 13

Starting Pay: \$15.69 per hour – plus extensive benefits package  
40 hours per week – Monday through Friday

### **THE JOB:**

Creates and conducts social and recreational programs for senior citizens to maintain or improve socialization, physical mobility, and awareness of interest in their surroundings; performs directly related work as required.

### **MINIMUM**

### **QUALIFICATIONS:**

Graduation from an accredited college or university with an Associate's Degree or certificate in Recreation Sciences, a related social service area or a related field; and some experience in recreation or social service programs; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests, and a thorough background check.**

### **APPLICATION PROCEDURE:**

Candidates must complete a city of Manchester Employment Application available at the City of Manchester website [www.manchesternh.gov/jobs](http://www.manchesternh.gov/jobs) or in person at the Human Resources Dept. City Hall Annex. Submission of a resume is optional. Applications may be faxed to the number on the application or emailed to [humanresources@manchesternh.gov](mailto:humanresources@manchesternh.gov).

### **OPENING DATE:**

October 6, 2015

**CLOSING DATE:** Open Until Filled

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***