



Enriching Lives & Connecting Communities

Senior Programs

Programming Department
Policy No. 6012

Revision Date: December 16, 2013

Policy Statement

The Richland County Recreation Commission organizes and conducts Seniors Programs for citizen ages 55 and older at Recreation Centers, Adult Centers and Community Centers throughout the county. The Adult Services/Community Center Supervisor is responsible for overseeing the coordination and implementation of new or existing senior groups in conjunction with the Park Managers, Community Center Managers and Adult Activity Center Managers.

Meetings:

Senior citizen groups hold regular monthly meetings. These meetings are normally scheduled between the hours of 11:00 a.m. and 1:30 p.m. Covered dish luncheons, programs, field trips, health screenings, special speakers and other activities are arranged for the group to participate in.

Special Activities:

Special activities for senior groups may include the following: field trips, special workshops, programs, speakers, and senior walks. All special activities are arranged and coordinated through the Adult Services/Community Center Supervisor. These activities are offered on a self-sustaining basis. The Adult Services/Community Center Supervisor will entertain suggestions from the various senior groups and will research the costs involved and present the group with a cost per person for the activity. Most special activities will require a minimum number of participants.

Most special senior activities will be planned in such a way that all Richland County Recreation Commission senior groups will be allowed to participate. Due to the cost of most activities, participation cannot be limited to one particular group.

Facility Personnel Responsibilities:

Staff at the RCRC facility hosting the senior group will be responsible for reserving meeting space, setting up the meeting space to meet the needs of the program, opening the center and attending the meetings. Facility staff will assist in the transportation and supervision of senior groups on field trips when given reasonable notice and when it does not conflict with existing facility programs. Facility staff will be permitted to use time required for senior programs as regular work time.

Organization

Organization for senior groups is determined by the individual groups to best suit its need. The following officers are normally elected:

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| President | -Runs the meeting and conducts the business. |
| Vice President | -Assists and fills-in for the President. |
| Secretary/Treasurer | -Takes minutes of the meeting. Collects funds to defray the cost of paper plates, cups, napkins, coffee, sugar, creamer, and other items used at the monthly meetings. |
| Luncheon Chairperson | -Arrange luncheon menus and contacts members regarding such. |
| Telephone Chairperson | -Places reminder calls to members before meetings. |
| Program Chairperson | -Sets up monthly program for meetings. |

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013
(Date Approved)

APPROVED: 
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.