



TITLE: SENIOR ACTIVITY CENTER MANAGER

HOURS: 30 HOURS PER WEEK

SUMMARY STATEMENT OF POSITION:

Responsible for the day to day management and operation of a senior activity center providing social interaction and support services to participants who attend the site. Creates and encourages a friendly, caring environment to foster interaction among center participants.

EXPERIENCE AND SKILLS REQUIRED:

- Ability to work with and respect older adults while understanding, and responding to their needs.
- Ability to perform tasks without direct and constant supervision.
- Must be tactful, sensitive, assertive, resourceful and flexible.
- Excellent communication and interpersonal skills.
- Willingness to adhere to corporate policies, regulations, and management decisions.
- Proficiency in Microsoft Word, Excel and Publisher.

MINIMUM QUALIFICATIONS:

- Two years of College with Degree in Human Services or related field preferred (i.e. Social Work, Nursing, and Gerontology).

Valid driver's license and vehicle to assure self-transportation.

CONTACT INFORMATION:

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HUMAN RESOURCE ADMINISTRATOR

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