



JOB DESCRIPTION

TITLE: SENIOR ACTIVITY CENTER MANAGER
HOURS: 30 HOURS PER WEEK – NON-EXEMPT POSITION
SUPERVISOR: DIRECTOR OF OPERATIONS
SALARY: \$18.54 PER HOUR

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.

REGULAR TASKS:

1. Planning, organizing, and ensuring ongoing programs and activities are of interest to center participants including the coordination of transportation and meal service.
2. Maintain accurate records for the program for submission to funders.
3. Supervise subordinates (activity coordinator, kitchen helpers, drivers, student interns, et al) assigned to the center.
4. Provides information to individuals interested in attending the senior activity center.
5. Identify and refer older adults in need of additional support services to appropriate Agency staff.
6. Supervise volunteers to assist with specific tasks in center (i.e. registration, meal delivery, maintenance, etc.).
7. Organize and maintain ongoing Hospitality Committee designed to greet, orient, and encourage new center participants.
8. Coordinate and work with Social Work Department and other administrative staff, as necessary.
9. Develop, encourage, and support center fundraising activities, as necessary.
10. Attend regularly scheduled staff meetings and other related agency meetings or training sessions, as directed.
11. Assures compliance at Center of Safety, health, and sanitary codes and regulations.
12. Interacts with caregivers to address concerns regarding transportation, funding or other client-related issues.
13. All other tasks, as assigned.

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.

AN EQUAL OPPORTUNITY EMPLOYER

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.

EQUAL OPPORTUNITY EMPLOYER