

Job Posting

September 12, 2019

POSITION

Director – Sumner Houses Senior Club Director

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

Based on experience

REPORTS TO

Director of Senior Services

JOB SUMMARY

Under the general supervision of the Director of Senior Services, the Senior Center Director plans and implements programs and activities for adults 60 & Over with the assistance of staff and volunteers. Responsible for the direction of the Senior Center's daily operation and for planning, organizing and implementing new and innovative programs and activities based on the changing needs of the older adults in the centers service area.

The Senior Center Director is responsible for supervision of staff and volunteers, oversees services such as: outreach, transportation, nutrition and programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee the operation, growth and development of the Senior Center.
- Responsible for all aspects of the program operation including program development, staff supervision, budget oversight, and compliance with agency and funding source requirements.
- Provide effective leadership, motivation, and direction to program staff to enable the agency to provide professional, comprehensive services.
- Hire, train and professionally manage top quality program staff. Ensure that staffs meet funding source requirements in regards to qualifications and ongoing training.
- Train and evaluate staff as required by the agency.
- Maintain professional standards in all aspects of work, including direct service, tracking and follow-up, professional development, documentation, and supervision.
- Establish and maintain effective working relationships with community partners.
- Effectively carry out all recreational programs, activities, services and special events
- Plan and supervise staff and consultants in carrying out health promotion and educational/ recreational activities that are appropriate and meet the various interests and needs of the center population.
- Develop new and innovative programs, activities and services to meet the ever-changing needs of the seniors
- Collaborate with outside organizations to boost involvement and understanding of senior needs
- Ensure that all staff receives training to as required by the funding source.
- Plan menus in accordance with funding source guidelines and menus that meet the needs of the program participants.
- Ensure that staffs involved in food preparation handle food in a safe and sanitary manner.

- Plan and implement outreach efforts that ensure that isolated or underserved populations are identified and that services are consistent with community needs.
- Maintain and build upon strong relationships with local health and social service organizations.
- Prepare challenging, yet achievable, program plans and budgets.
- Manage revenue and expenses within approved budget and prepare payment request and vouchers.
- Ensure the preparation of all funding source requirements for recordkeeping and reporting including vouchers and budget modifications.
- Exhibit strong and calm leadership skills for directing staff and coordinating with other organizations to handle crisis situations and implement plans for disaster preparedness.
- Attend community meetings and prepare reports and attend agency Board of Directors meetings as required by the agency.
- Meets regularly with the Senior Advisory Committee and other committees as necessary.
- Other duties as required by the organization.

EDUCATION EXPERIENCE

Master's in Human Services or related services. Bachelor's degree with one years' experience or Associates degree or a High School Diploma or Equivalent with three years' experience in management, supervision or programming activities for senior citizens or related populations in a non-profit or government setting. (Experience as an Intern is acceptable.)

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME TO

Kenneth Lauritzen
Director of Senior Services
klauritzen@riseboro.org

copy to

Sandra Christian
Vice President Seniors
schristian@riseboro.org