

Job Title – Senior Services/ Senior Center Director

Work Schedule: Mostly Monday-Thursday, 8:00 a.m. – 1:00 p.m.
25-30 hours per week
May require some Saturdays or evenings

1. Senior Advocate:

- a. Recruit teachers, presenters, speakers, entertainment
- b. Provide assistance to seniors with forms and paper work related to community resources, insurance, Medicare part-D, etc.
- c. Work with seniors and understand their needs
- d. Involve seniors with appropriate resources and activities
- e. Identify needed resources & communicate those needs to supervisor or other appropriate agencies

2. Activity Coordinator

- a. Recruit, train, schedule and organize volunteers as needed and provide volunteer recognition.
- b. Develop SOP for volunteers
- c. Supervisory responsibilities of teachers, volunteers and kitchen staff
- d. Oversee facility maintenance and communicate needs to appropriate staff
- e. Ensure supplies, equipment and building are secure and everything is functioning as it should, schedule repairs as needed, organize equipment and class supplies, know how to operate all equipment
- f. Program development, implementation and monitoring. Utilize staff and volunteers to implement center programs, calendar and to promote activities

3. Community Liaison

- a. Establish and maintain a healthy and active center Advisory Council. (You are an ex-officio member). Meet monthly or as needed, review needs of center, ways to improve, activities and classes that may be needed or wanted. Council gives approval for and requests from Farr West City
- b. Networking to coordinate center operations with various entities in the community

4. Record keeping

- a. Order supplies within budget restraints, maintain inventory
- b. Collection of memberships, class fees, donations, writing receipts and keeping of reports as requested
- c. Create and maintain simple but clear and accurate documentation about participants and activities, submit monthly reports to Weber County

5. Fundraising

- a. Approach corporations, foundations, civic organizations and individuals to obtain financial or in-kind donations for the center

6. All other duties as required

Minimum Qualifications:

High school graduate with experience in working with seniors from diverse social, economic and cultural backgrounds. Needs to have an understanding of: gerontology, elder health, and community resources. Must be able to communicate in English, through verbal and written form. Knowledge of operation, services and activities of senior centers, principles of supervision, training and performance evaluations; principles of budget preparation and control; recent developments, current literature and sources of information related to senior services planning and administration; literature and sources of information related to senior services planning and administration; procurement practices and their application to a wide variety of leisure services; modern office equipment including computers, pertinent Federal, State and local laws, codes and regulations.

Supervisor: Under the supervision of the Farr West City Council

Other/work environment/physical demands:

Office work environment, requires ability to lift 40 pounds and handling equipment related to recreational, educational and nutrition services and programs. This position does require occasional travel throughout the community, and attendance at meeting held at WHS (Weber Human Services) and the Senior Nutrition Center as well as other locations for community networking. May include walking, standing or sitting for long periods of time.

Standard considerations

- Be familiar with and observant of all agency policies, procedures, rules and protocols
- Work regular schedules as assigned, except when on pre-approved leave. Under extenuating circumstances, the immediate supervisor may approval leave on short term notice
- Dress appropriately for a professional work environment
- Interact with clients, other staff and community partners in a positive and professional manner
- Maintain appropriate boundaries with clients and other employees
- Focus on solutions while dealing with problems
- Be open to constructive feedback, willing to try new approaches and communicate new ideas with supervisors