



JOB DESCRIPTION

TITLE: SENIOR ACTIVITY CENTER PROGRAM MANAGER
HOURS: 30 HOURS PER WEEK – 8:30 AM – 3:00 PM – NON-EXEMPT POSITION
SUPERVISOR: DIRECTOR OF OPERATIONS
SALARY: \$22.00 - \$26.00 PER HOUR

SUMMARY STATEMENT OF POSITION:

The **Senior Activity Center (SAC) Program Manager** provides leadership and oversight for the daily operations and long-term planning of multiple Senior Activity Centers. This individual is responsible for ensuring that all centers deliver engaging, inclusive, and compliant recreational, educational, and social programming for older adults. The role also includes oversight of five Senior Activity Center Managers and staff maintaining strong community partnerships to support older adult wellness and engagement.

KEY RESPONSIBILITIES:

- Design, implement, and regularly evaluate activity programs across all SAC locations that are educational, recreational, and culturally inclusive.
- Work collaboratively with Center Managers to ensure consistent delivery of programs that reflect participants' interests, needs, and capabilities.
- Prepare monthly activity calendars for each center and contribute content to the organization's quarterly newsletter.
- Maintain a working knowledge of social service delivery systems and human services agencies supporting older adults.
- Partner with the finance department to prepare and submit reporting according to established procedures; deliver reporting to finance and external partners in a consistent and timely fashion.
- Prepare, maintain and analyze internal and external reports and monthly meal counts as required.
- Collaborate with internal departments, transportation services, and community partners to ensure program accessibility and effectiveness.
- Monitor and support site staff in executing their roles efficiently and compassionately.
- Conduct outreach to strengthen connections with older adults and increase participation in center-based activities.
- Use survey data and staff input to evaluate program quality and participant satisfaction, recommending changes where necessary.
- Promote a welcoming and respectful environment that encourages socialization and reduces isolation among older adults.

QUALIFICATIONS:

- Experience in program coordination, recreational programming, or community-based services for older adults.
- Strong leadership and interpersonal skills with the ability to motivate and guide staff and volunteers.
- Demonstrated ability to manage multiple tasks with attention to detail and a commitment to accountability.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, Publisher) and comfort with database/reporting tools.
- Creative, self-motivated, and resourceful.

Employee Signature

Date