



JOB DESCRIPTION

TITLE: SENIOR ACTIVITY CENTER MANAGER
HOURS: 30 HOURS PER WEEK – NON-EXEMPT POSITION
8:30 AM – 3:00 PM – MONDAY TO FRIDAY
SUPERVISOR: SENIOR ACTIVITY CENTER PROGRAM COORDINATOR
Salary: \$20 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:

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

EXPERIENCE AND SKILLS REQUIRED:

- Spanish/Creole Preferred
- 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.

AN EQUAL OPPORTUNITY EMPLOYER

- 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.