

Position: Senior Center Supervisor	Management
Department/Site: Senior Center	FLSA: Exempt
Evaluated by: Community Services Director	Salary Grade: 139

Summary

Plans, coordinates, and supervises city-wide programs for senior citizens in the areas of volunteering, nutrition, recreation, civic, and cultural activities. Develops programs that provide or connect senior citizens with extended services such as those dealing with personal business and legal affairs.

Distinguishing Career Features

The Senior Center Supervisor is a supervisory management position, responsible for the efficient and effective delivery of social and recreational services to the city's elderly population.

Essential Duties and Responsibilities

- Develops, implements and monitors programs for the department, including budgets, financial and grant proposals, and short and long range goals.
- Researches community demographics through surveys and information resources of other agencies. Develops, proposes, and implements programs to meet needs.
- Plans and administers a variety of diversified recreational, social, health, and nutrition programs designated to meet the needs of senior citizens residing in and about the City. Establishes programs and hours of operation that maximizes senior citizen involvement within established funding constraints.
- Plans, organize and implement a variety of fundraising activities. Sets fundraising goals, identifies venues, and plans and implements activities.
- Prepare grant proposals. Identifies corporate sponsors willing to provide donations, in-kind services, funding for specific programs, partnerships, and special arrangements for senior citizens.
- Promotes the Senior Center and its activities to a diverse set of organizations agencies, and individuals. Develops promotional material, including brochures, flyers, web pages, and related communications. Prepares press releases and makes public presentations to expand exposure to the senior center.
- Coordinates general maintenance of the senior center and related facilities.
- Administers budgets for senior center and programs including approval of expenditures and processing of obligations.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

The position requires specialized knowledge of gerontology, nutrition, recreation, and laws and regulations governing senior programs. Requires a working knowledge of the various funding sources for senior programs. Requires a working knowledge of related social and advocacy programs, services and activities for senior citizens. Requires knowledge of the principles of supervision, training and performance evaluation. Requires knowledge of the techniques used for effective external communications, public and customer relations, fund raising, and promotions. Requires knowledge of budget development and administration practices used in the public sector. Requires well-developed human relation skills to deliver presentations to groups, promote the senior center, facilitate team work processes, train, and review performance. Requires well-developed language skills to prepare professional communications and reports. Requires knowledge of and skill at using a personal computer to access and use common office productivity software.

Abilities

Requires the ability to carry out the essential accountability of the position. Requires the ability to design, develop and implement recreation programs, services and special events that cater to needs and interests of senior citizens. Requires the ability to identify and pursue sources of funding and referral to other agencies. Requires the ability to select, supervise, train, organize, and review the work of lower level staff. Requires the ability to apply pertinent laws, regulations and city policies and procedures governing senior activities, personnel, and funding. Requires the ability to prepare professional reports, communications, and correspondence suitable for external distribution. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

Physical Abilities

Incumbent must be able to function indoors in an office and/or outdoor park environment engaged in work primarily of a sedentary to moderately active nature. Requires hearing and speech ability for ordinary conversation and to project voice to a small group. Requires sufficient manual and/or finger dexterity to type/keyboard and otherwise operate microcomputers and other office equipment. Requires ambulatory ability to sit, walk, to move about office and city environs, and to lift and carry light weight materials on an infrequent basis.

Education and Experience

The position typically requires a Bachelor's degree in recreation, physical education, leisure studies, sociology, gerontology, communications, health care profession or a related field and four years of progressive experience in recreation that includes one year of leadership.

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.