

Barren River Area Development District (BRADD)
Position Description

Class Title: Senior Center Manager (Part or Full Time, Varies)

Department: Aging Services

Supervisor: Senior Center Program Coordinator

Supervises: Senior Center Staff & Volunteers

Exempt Status: Non-Exempt

Class Characteristics: Under general administrative direction of Senior Center Program Coordinator, assists with day to day operations of Center. Responsible for the overall implementation and functioning of programs ensuring service needs and goals are met, while adhering to the purpose and mission of the Barren River Area Development District.

General Duties and Responsibilities:

Essential:

1. Recruit and train volunteers to assist in all aspects of service delivery.
2. Oversee the congregate and home delivery meals services.
3. Oversee meal delivery routes and fill in as needed.
4. Follow all food service and safety regulations.
5. Plan and implement a meaningful activity calendar.
6. Perform essential senior center duties, including but not limited to: outreach, information and public assistance, public information, transportation, and health promotion classes.
7. Maintain all relevant records and order supplies.
8. Learn and abide by all agency program rules and regulations.
9. Communicate effectively with a variety of groups to represent Senior Services.
10. Advocate on behalf of the Senior Center.
11. Prepare monthly reports of service delivery and upload into the state reporting system.
12. Maintain confidentiality as set forth by Agency and funding sources.
13. Cooperates with other Agency programs to advance Agency mission.
14. Perform other duties as assigned.

DESIRABLE QUALIFICATIONS

Training and Experience: High School graduate or GED. Possess Oral and written communication skills and good organization skills. Possess related field experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of federal and state programs and program guidelines for the elderly and disabled.
2. Knowledge of the social and economic conditions of the region.
3. Knowledge of programmatic policies and procedures.
4. Knowledge of both formal and informal resources available for the elderly and disabled.
5. Knowledge of computers, to include duties in preparing and submitting electronic reports.

Skills:

1. Skilled in oral and written communication, including public speaking.
2. Skilled in the use of computers and applicable software programs.
3. Skilled at problem solving.
4. Skilled in the preparation of detailed reports.
5. Skilled at incorporating available resources for individuals.
6. Skilled in establishing and sustaining interpersonal relationships.
7. Skilled in organizing and maintaining accurate files and records.
8. Skills in mathematics, budgeting and simple spreadsheets.

Abilities:

1. Ability to supervise, counsel and train while assisting with required duties.
2. Ability to communicate verbally and in writing including; assembling information, written and oral reports in a clear, concise and effective manner.
3. Ability to make decisions.
4. Ability to advise and interpret on how to apply policies and procedures to specific situations.
5. Ability to prepare and maintain accurate records, understand and interpret reports.
6. Ability to establish and maintain effective working relationships with clients, volunteers, co-workers, state and local officials and administrative personnel, and the general public.

ADDITIONAL INFORMATION

Instructions: Somewhat general; many aspects of the work are covered specifically, but also must use own judgment.

Processes: Frequently required to refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Supervisor spot checks work as being completed, work is reviewed upon completion.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is predominantly required.

Decisions and Judgments: Determining needs for individuals and devising a plan to ensure meet those individual needs.

Tools, Equipment and Vehicles Used: Basic office equipment; must drive vehicle as a job requirement.

Physical Demands: Work is typically performed indoors at a desk or table; intermittently sitting, standing or stooping; must lift light objects (less than 25 pounds); work is occasionally performed outdoors; must operate a vehicle or other equipment as a requirement of the job.

Contacts: Regular contacts with employees or supervisors from other departments, frequent public and internal contacts requiring tact and diplomacy are job requirements.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Moderate.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid driver's license.

Availability: The Senior Center Manager may need to be available outside of regular office hours.

Special Licensing/Certification Requirements: Must possess and maintain a valid driver's license. Also see desired qualifications. Must attend training to satisfy requirements.

Additional Requirements: Negative TB skin test, proof of vehicle insurance, pass criminal background checks and drug test. Minimal overnight travel as needed.

Overtime Provision: Exempt

BRADD Mission Statement:

The mission of the Barren River Area Development District is to preserve and advance the quality of life and economic well-being for all citizens of the BRADD through regional collaboration.

**The above job description is intended to describe the general content of and the requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, requirements or responsibilities.*