

SENIOR CITIZEN CENTER DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for working with and aiding the elderly in a municipal Senior Citizens Center in the development, organization and promotion of a diversified social, recreational and educational program. The work is performed under the general direction of a Board of Directors with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work. The Senior Citizens Director is directly responsible to a municipal Board of Directors on matters of finance and the size and scope of the program. Supervision and support is exercised over the work of subordinate staff members, volunteer workers, and department personnel as needed. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative ONLY)

Plans, promotes and directs all Senior Citizen Center programs for a municipality including but not limited to daily operation of the Center, kitchen and pantry operations, medical and event transportation;

Organizes and supervises recreational and craft programs and activities to meet diversified needs and interests of Senior Citizens groups;

Plans and implements a variety of special events, suited to Senior Citizen needs including community projects, workshops, presenters, and field days;

Works with churches, Schools, and other Senior Citizens oriented organizations in the community to insure maximum program participation;

Prepares and distributes publicity and news release material and speaks to civic groups on the topic of Senior Citizens;

Prepares and publishes an engaging and creative monthly Newsletter and program calendar;

Requisitions and procures supplies and equipment appropriate for the program;

Supervises the activities of subordinate employees and volunteers in the varied activities at the Center;

Keeps records in expenses and other varied activities and makes budget recommendations for program needs;

Prepares and maintains a variety of related reports and records;

May identify grant opportunities and participate in grant writing to generate funding for programs and activities;

May manage medical and recreational transportation operations; including but not limited to scheduling and department personnel;

May manage the Meals on Wheels program working with Saratoga County Office of the Aging.

"Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job."

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the characteristics, needs, and interests of Senior Citizens as applied to Senior Citizen Center Operation; good knowledge of the Community resources, facilities and services which can be utilized to assist to elderly; working knowledge of planning and practices relative to acquiring and equipping Senior Citizen Center recreational facilities; good knowledge of Microsoft Office products, ability to plan, promote and organize Senior Citizen Center activities; ability to read, understand and interpret Federal and State regulations affecting the Senior Citizen such as the Older American Act; ability to create, promote, plan, supervise and organize the programs; ability to communicate clearly and effectively both verbally and in writing; ability to speak effectively before Community organizations; empathy for the problems and feelings of the aged.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree in Human Services, Recreational Services or related field AND one (1) year of full-time paid experience in a position involving the delivery of human services to the elderly, or to recreational or community-oriented programs; OR
- B. Possession of an Associate's Degree in Human Services, Recreational Services or related field AND three (3) years of full-time paid experience in a position involving the delivery of human services to the elderly, or to recreational or community-oriented programs; OR
- C. Graduation from high school or possession of a GED with five (5) years of full-time paid experience in a position involving the delivery of human services to the elderly, or to recreational or community-oriented programs.

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