

## SENIOR CITIZEN CENTER DIRECTOR

\*Job description and minimum qualifications\*

### 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; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four year college or university with 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. Graduation from a regionally accredited or New York State registered two year college or university with 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.