

Senior Center Job Description

4/23/14
draft

Job Title: Senior Center Activities Director

Job Summary:

The Senior Center Activities Director has overall responsibility for the development, management and coordination of Senior Center programs. She or he is responsible for providing a warm and welcoming venue for seniors, encouraging them to participate in activities on offer, and providing advice and counsel when appropriate. The director works closely with the Friends of the Charlotte Senior Center Board in planning and carrying out her or his duties and is an employee of the Town of Charlotte.

Qualifications:

Excellent communication skills
Excellent organization skills
Ability to take initiative and work independently
Competency in the use of personal computers
Bachelor's degree or equivalent

Specific Duties and Responsibilities:

- 1) Develop and maintain a schedule of courses and calendar of events.
- 2) Recruit course instructors and coordinate with them in scheduling, logistics, promotion and attendee lists for courses.
- 3) Submit instructor invoices to the Town Clerk for payment.
- 4) Ensure that course schedule changes are communicated to all interested parties.
- 5) Arrange advertisements for Senior Center programs and events, including writing a column for the *Charlotte News* regarding Senior Center activities and placing notices and advertisements in other local newspapers.
- 6) Respond to inquiries regarding courses and events.
- 7) Greet visitors and guests, describe resources on offer, and encourage participation in Senior Center activities.
- 8) Actively seek out and promote new ideas for enhancing the services the Senior Center provides and for improving the experience of Senior Center visitors.
- 9) Maintain communication with area senior organizations to keep abreast of local senior issues, resources and programs.
- 10) Direct seniors to appropriate community and governmental resources as warranted.
- 11) Provide counsel and console seniors experiencing difficult times.
- 12) Attend Senior Center Board meetings and report to the Board in a timely manner on activities, concerns, ideas, etc.
- 13) Coordinate with the Senior Center Volunteer Coordinator.

Supervised by: The Senior Center Board; as a town employee, the Activities Director is ultimately responsible to the Town Administrator/Selectboard.

Supervises: N/A

Hours: 20-25 per week

This position is hourly and is non-exempt under the Fair Labor Standards Act. Regularly scheduled hours at the Senior Center will be coordinated with the Senior Center Board.

Salary: Commensurate with qualifications and experience.

Working conditions:

The physical demands, work environment factors and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.