

HAMBURG TOWNSHIP

Job Description

JOB TITLE: SENIOR CENTER PROGRAM DIRECTOR
(Full-time, Hourly, Non-exempt)

REPORTS TO: Township Clerk

JOB SUMMARY:

Plans, develops, coordinates, implements, and oversees the Township's Senior Center programs and activities. Directs the day-to-day activities and staff of the Senior Program.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Plans, develops, coordinates, implements, and oversees the Township's Senior Center programs and activities.
2. Administers the day-to-day Senior Center programming activities assuring smooth operation and participant satisfaction.
3. Evaluates present programs and activities, assesses participants' needs and interests, and makes recommendations for new programs and services as necessary.
4. Schedules instructors and speakers for Senior Center programs.
5. Works with the Tour Company to coordinate trips of interest to the senior population.
6. Attends and participates in Senior Center programs, activities and trips.
7. Writes edits and publishes the monthly Senior Center newsletter and other written communications.
8. Maintains positive public relations, prepares correspondence, social media posts and news releases in order to keep community members informed of available activities.
9. Researches and identifies opportunities to generate additional funding for the Senior Center such as fundraisers and available grants.
10. Plans and coordinates various fundraising activities throughout the year.
11. Participates in various activities to promote the Township's Senior Center programs and activities to the public.
12. Prepares departmental records, documents, and reports.
13. Oversees maintenance of the Senior Center including room set-up for activities and notifying Building Maintenance of building repairs needed.
14. Order supplies and process related invoices.
15. Provide personal assistance to all seniors. (i.e.: computer assistance)
16. Works with LETS to plan and implement Senior Center and member transportation through the Senior Center Bus. Coordinates riders, trips, and schedules.
17. Works with Advisory Council members to develop short-term and long-term goals and priorities for the Senior Center

OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned.
2. Responsible for handling money in compliance with Township's financial policies and procedures.
3. Assists Township Clerk in the preparation of annual budget requests, annual budget, and budget monitoring throughout the fiscal year.
4. Assists in training, supervision and evaluation of part-time staff and volunteers.
5. Keeps abreast of professional developments, new administrative techniques, legal issues and other current events through continued education and professional growth. Attends workshops and seminars as appropriate.
6. Attends organizational meetings (i.e.: Director's meeting, Livingston County Coalition on Aging, Transportation) and trainings as needed.

JOB QUALIFICATIONS:

1. Associate's degree (Bachelor's Degree or equivalent experience) with coursework in gerontology or related areas.
2. Minimum of two years related senior programming experience.
3. Valid Michigan Driver's license.
4. Interpersonal skills necessary to work productively with all levels of Township staff, senior citizens, funding sources, and others. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
5. Demonstrated supervisory skills to effectively manage the administration of assigned function(s).
6. Physical ability to participate in Senior Center activities, prepare rooms for activities/ programs, and transport supplies/materials/equipment weighing up to 50 pounds.
7. Mental ability to adapt and respond to multiple priorities and demands, and handle pressures related to responding to problem situations in a positive manner.

WORKING CONDITIONS:

1. Normal senior center environment with little, if any, discomfort due to heat, dust, noise and the like.
2. Work involves occasional travel with potential exposure to adverse weather.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have reviewed this job description and find it to be an accurate summary of the position.

Employee

Date

APPROVED BY TOWNSHIP BOARD FEBRUARY 17, 2015