

SENIOR CENTER MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible administrative position responsible for overall management of daily operations of a Senior Center facility. Work includes planning, implementation and management of all recreation programs, both on site and at various other senior center sites throughout the county. Additionally, responsibilities include coordination and management of any volunteer staff programs such as the Retired Senior Volunteer Program (RSVP) at the Senior Center facility, as well as assisting the Director of such volunteer programs with countywide coordination and management. Work is performed under general supervision of a higher level administrator. Supervision of subordinate staff is a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Manages the day to day operation of a senior center facility, including all programs and facility administration;

Ensures proper facility operations by communicating with County Facilities Department relative to security, heat/air, and plumbing systems problems, necessary repairs, etc.;

Plans, develops, schedules and manages implementation of recreational programs including activities, classes and special events for senior citizens at a variety of senior center sites;

Works closely with RSVP Director in planning and implementing various RSVP functions;

Recruits new volunteers for a variety of RSVP programs, in part through attendance at senior group meetings and other gatherings, etc.;

Conducts interviews with potential RSVP program volunteers;

Coordinates the interests and skills of the volunteers with the needs of the Senior Center facility program and makes assignments accordingly;

Assists the RSVP Program Director with coordinating the interests and skills of the volunteers with the needs of the programs and assists with making assignments;

Works closely with other managers and Executive Director of Office for Senior Resources to develop, market, plan and implement programs, provide leadership, manage facilities, etc.;

Acts as liaison with community organizations such as the Red Cross to coordinate community services at the facility;

Attends seminars and workshops in the field;

May organize outreach services to homebound senior citizens who require assistance;

Performs a variety of related activities as required.

SENIOR CENTER MANAGER (cont'd)

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 and interests of the aging; good knowledge of the needs of the senior volunteers, and the policies of volunteer programs and host facilities; working knowledge of the various governmental agencies and programs which relate directly to senior citizens; knowledge of public administration and management techniques; ability to plan, develop, implement and promote recreational activities for senior citizens; ability to plan and direct the work of others; ability to express ideas clearly and effectively, both orally and in writing; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships; integrity; initiative; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors degree with a major area of concentration in behavioral sciences, recreation, or related field, and two (2) years experience in a position involving provision and/or administration of social services programs, senior citizens programs, nutrition programs or recreation programs; or
- b) Bachelors degree and three (3) years experience in a position involving provision and/or administration of social services programs, senior citizens programs, nutrition programs or recreation programs; or
- c) Associates degree and four (4) years experience in a position involving provision and/or administration of social services programs, senior citizens programs, nutrition programs or recreation programs; or
- d) An equivalent combination of education and experience as described in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.