

City of Valley – Job Description

Senior Center Manager

General Statement of Job

The City of Valley has an opening for a full/part-time Senior Center Manager with the Valley Recreation Department

Under limited supervision, the Senior Center Manager will oversee the operation of the City's senior center and related activities. This supervisory position involves the use of judgement, supervisory ability, and skills in senior citizen recreational planning. The work involves supervising department sponsored programs, classes, activities and staff. Employee will oversee part-time employees at the Center including scheduling, hiring, and job performances. Employee must exercise initiative and independent judgment in the job including problem shooting, maintenance issues, and employee and public complaints. Employee must either 1st Aid/CPR Certifications or be willing to attain them within the first 6 months of employment. Employee must also exercise tact and courtesy in frequent contact with program participants, employees, volunteers and the general public. This position will report the Recreation Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

PRIMARY JOB FUNCTIONS

- Plans, promotes, organizes and directs a wide variety of recreational activities, trips, and excursions to various points of interest and other related programs.
- Recruit and sustain a capable group of volunteers to help operate the center.
- Receive food from the food service truck driver, inventory to assure the complete order is receive and sign voucher.
- Complete all required paperwork to the Area Agency on Aging as required.
- Maintain and order supplies as needed.
- Prepare tables for meals and serve food.
- Ensure cleanliness.
- Supervise and ensure that everyone is working in a sanitary manner.
- Keep all required records up to date and submit information concerning these records as requested to City Treasurer.
- Coordinate through local agencies, professional community person, and other possible resources the following supportive services included but not limited to one on one help, in-house presentations, etc: Nutrition education, health and welfare counseling, shopping assistance, information and referrals, and transportation.
- Maintain a confidential system for collecting and handling monies that are donated by the participants.
- Supervise part-time staff.
- Attend meetings and training sessions as required by the Area Agency on Aging.
- Periodically visit home bound meal recipients of the program in order to assess their eligibility and satisfaction with the service.
- Develop a yearly budget for programs including staff and supplies.

REQUIREMENTS

- Bachelor's Degree and/or 3-5 years experience; or any equivalent combination of training and experience which provides the required skills, abilities, and knowledge.
- Certifications, Licenses, and Registrations: Certified in basic first-aid/CPR/AED or ability to obtain.
- Excellent organizational and leadership skills
- Good analytical/critical thinking

- Knowledge of basic computer skills
- Knowledge of general functions and operations of municipal government
- Must possess a Valid Drivers License

SPECIAL REQUIREMENTS

- Employee is required to successfully complete a pre-employment, post-offer physical exam and drug screen.

WORKING CONDITIONS

- Full/Part-time position working approximately 6 hours per day, Monday – Friday. Benefit package.
- Regularly scheduled hours year-round. Some night and weekend work required.

SKILLS AND ABILITIES

- Schedules
- Leadership
- Organization
- Supervise employees
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees; both oral and written
- Maintain confidentiality
- Work independently
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in professional manner
- Maintain professional composure in adverse situations
- Follow department and City policies and procedures.