

TOWN OF WESTON SENIOR CENTER DIRECTOR

Position Purpose:

The purposes of this position are to plan, organize, and supervise a Senior Center for the community including special programs and activities and lunch program. S/he also evaluates the needs of the senior population it serves and seeks out new ideas and methods to provide the appropriate services. The Senior Services Director is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the office. Also performs a wide variety of special professional, financial, administrative and clerical responsibilities requiring an extensive knowledge of Senior Services.

Supervision Received: Works under the direction of the Town Administrator; follows established policies where appropriate. Receives policy direction from the Committee on Aging.

Supervision Given: Supervises part-time program aides and volunteers; developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Job Environment:

Administrative work is performed in a moderately quiet office with regular interruptions during the day from the seniors; frequently required to arrange furniture and equipment for events at the Center; occasionally required to drive Town van for special senior events.

Requires the operation of an automobile and Town van, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with other municipal departments, the seniors, Social Services, civic groups, vendors and professional services; the United Way, other senior centers and regional associations; volunteers and the Committee on Aging. Communication is frequently in person, by telephone, e-mail and in writing.

Errors in judgment or omissions could result in delays in service, injury to others or building, loss of funds and legal ramifications.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- In consultation with the Town Administrator and the Commission on Aging, research, develop and implement policies, programs and activities to promote the continuing development as well as the social and emotional well being of older persons in Weston. Identify and classify interests, capabilities, and needs of seniors to develop, maintain and enhance programs and activities.
- Develop, create, maintain and implement the overall day-to-day management and administration of the Weston Senior Activities Center. Supervise, monitor and evaluate programs and activities offered at the Center as well as the luncheon program held offsite.
- Contact and schedule luncheon organizers and program and activity presenters, such as exercise and entertainment professionals. Purchase activity supplies and equipment.
- Seek funding to support programs and activities, including grant proposals. Prepare and maintain a budget and produce monthly financial reports, including debit card transactions. Coordinate the bookkeeping process, including invoices, receipts, payments and expenditures.
- Prepare an annual report to the Town as well as monthly reports to the Commission on Aging.
- Attend monthly Commission on Aging meetings and other Town meetings, as requested. Represent the Senior Center at appropriate professional and community organizations and meetings. Serve as Town representative on SWCAA Advisory Board.
- Develop and implement a public relations strategy, including a monthly newsletter and information about programs through various mediums, including the Weston Forum, Weston Access channel, The Hour, Weston Magazine, the Town website, bulletin boards and flyers.
- Supervises, trains, assigns work, counsels and evaluates employee; personnel functions are conducted with the approval and direction of the Town Administrator and First Selectman; Assures safe working conditions for employees
- Prepare and administer operating budget for department; present budget to appropriate Boards, First Selectman and Town Administrator.
- Develop and maintain effective relationships with Town officials, departments and commissions, philanthropic and religious organizations; and area agencies and foundations. Network with area senior center director and supporting agencies and associations.
- Maintain a database used for mailings, program planning and fund-raising.
- Comply with OSHA and ADA.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development.
- Assist other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelors' Degree in Gerontology, Social Services or Recreation or some closely related field and over three year of responsible recreation or senior program experience, including supervisory experience; or an equivalent combination of education, work experience and training. Masters degree desired.

Special Requirements:

Must have and maintain: Valid CT Drivers License; Public Service License; CPR and First Aid certifications

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of senior center programming; thorough knowledge of social service agencies on the regional, state and federal level that serve seniors; knowledge of recreation, programs and social activities as are usual in a Senior Center; knowledge of and ability to coordinate the programming, operation and the request for maintenance of facilities; knowledge of social trends and indicators and their impact on senior services; knowledge of computer applications appropriate for office; knowledge of municipal budgeting.

Ability: Ability to develop short term and long range comprehensive plans for programs and activities, and to implement and evaluate such programs and activities; ability to deal effectively with town staff and officials, the seniors and the media; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise volunteers and staff; ability to prepare and administer an operating budget for the department; ability to perform fund raising and grant writing.

Skill: Excellent verbal and written communication skills; excellent listening skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skill in using the above mentioned office equipment, including Word, Excel and Publisher software; skills associated with the supervision and training of staff; skills associated with organizing programs; strong leadership and creativity skills.

Physical and Mental Requirements:

Work Environment

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Outdoor Weather Conditions | | X | | |
| Work in high, precarious places | X | | | |
| Work with toxic or caustic chemicals | X | | | |
| Work with fumes or airborne particles | x | | | |
| Non weather related –extreme heat/cold | X | | | |
| Work near moving mechanical parts | X | | | |
| Risk of electrical shock | X | | | |
| Vibration | X | | | |
| Other | | | | |

Physical Activity

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---|------|-----------|------------|----------|
| Standing | | | X | |
| Walking | | | X | |
| Sitting | | X | | |
| Talking & Hearing | | | | X |
| Using hands/fingers to handle/feel | | X | | |
| Climbing or balancing | X | | | |
| Stooping, kneeling, crouching, crawling | | X | | |
| Reaching with hands and arms | | X | | |
| Tasting or smelling | | X | | |
| Bending, pulling, pushing | | X | | |
| Other-Drive | | X | | |

Lifting Requirements

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|------------------|------|-----------|------------|----------|
| Up to 10 pounds | | X | | |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | X | | | |
| Up to 75 pounds | X | | | |
| Up to 100 pounds | X | | | |
| Over 100 pounds | X | | | |

Noise Levels

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Very Quiet (forest, isolation booth) | X | | | |
| Quiet (library, private office) | | X | | |
| Moderate noise (computer, light traffic) | | | X | |
| Loud Noise (heavy equipment/traffic) | X | | | |
| Very Loud (jack hammer work) | X | | | |

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)