

Senior Center Director

Town of North Brookfield, Massachusetts
Part-time position

Job Description

Town of North Brookfield is seeking a dynamic and creative **Senior Center Director**. We are looking for a skilled leader who has a vision for developing and providing a comprehensive range of services to the senior residents of North Brookfield. We are looking for a person who will be able to build and foster relationships with our senior community members and who will work collaboratively with our COA Board.

The Senior Center Director plans, administers and oversees a multi-purpose senior municipal center that serves as the community focal point for the provision of programs and services to the elderly and their families.

Education, Training and Experience:

Bachelor's Degree in Human Services or related field preferred with 3 to 5 years of experience in human services, including management and work with seniors; or an equivalent combination of education and experience.

Must possess a valid Massachusetts Driver's license with good driving record. CORI check required. First Aid, CPR and ServSafe Certification or ability to obtain within 6 months.

Knowledge, Ability and Skill:

Thorough knowledge of the federal, state, regional and local resources available to seniors; knowledge of grant-writing techniques and general knowledge of budget and facilities management.

Ability to hire, train and supervise staff and volunteers in an effective and supportive manner. Ability to establish and maintain effective working relationships with seniors, families/caregivers, service providers, human service agencies and the general public. Ability to plan, implement and evaluate effective programs and services. Ability to prepare and administer grants. Ability to communicate effectively both orally and in writing.

Excellent communication, interpersonal, planning, supervisory and organizational skills; proficient with computer software and applications to include Microsoft Office.

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.)

- Administers, directs and coordinates activities of the Senior Center to ensure development of plans and procedures for establishment and maintenance of elder services and programs. Ensures services and programs operate in accordance with town policy, legal boundaries and funding regulations.
- Supervises, directs and coordinates duties of staff and volunteers to ensure all Senior Center departments, including outreach, volunteer, transportation, nutrition, recreation, health and wellness, marketing and communication, are functioning at optimal level.
- Leads and participates in local and regional efforts to further develop North Brookfield as a community for all ages and abilities.
- Regularly meets with and works with the Council on Aging (COA) Board to determine the needs of the North Brookfield population. Develops and updates programs/services to meet those needs, recognizing that the Senior Center is the only human service agency in town.
- Prepares and administers departmental budget with fiscal oversight provided by COA Board.

Prepares reports for Executive Office of Elder Affairs, COA and town officials as needed.

- Maintains a strong working relationship with the Friends of the North Brookfield Senior Center, the fundraising arm of the Senior Center. Researches other sources of funding. Prepares and submits grant application and administers grants received.
- Maintains the Senior Center building and property to municipal standards through daily maintenance supervision, adherence to maintenance schedules and development of long-term capital planning.
- Performs similar or related work as required, direct or as situation dictates.

Physical Requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, push objects, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Supervision:

Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative in planning and overseeing the administration of the Senior Center and the development and deliver of services to meet individual and community needs.

Works under the administrative direction of the Council on Aging and Board of Selectmen, in accordance with departmental policies and procedures.

Supervises 1 part-time employee and many volunteers.

Job Environment:

While performing the duties of this job, the employee generally works in an indoor setting with occasional outside activities and trips. The noise level in the work environment ranges from moderately quiet to loud.

Work is performed using a computer, calculator, copier and other standard office equipment and an automobile.

Contacts are by phone, through correspondence in writing and email and in person. Contacts include with town departments, Meals on Wheels, Tri-Valley Elder Services, community groups and varied agencies and organizations associated with assisting seniors, independent contractors and community businesses and consist of an information exchange discussing routine and complex issues.

Director has access to department-related confidential information including personal information about citizens in town. Employees must maintain confidentiality.

Errors could result in delays or loss of services, personal injury to self or others and monetary loss or legal repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change. All are encouraged to apply. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.