

East Missouri Action Agency, Inc.
A Community Action Agency
P.O. Box 308
403 Parkway Dr.
Park Hills, MO 63601
"An Equal Opportunity/Affirmative Action Employer"

1. **JOB TITLE:** Senior Center Director
2. **GRADE LEVEL:**
3. **FLSA STATUS:** Non-Exempt
4. **REVISION:** January 2021
5. **SUPERVISOR'S POSITION:** Executive Director
6. **SUPERVISED POSITIONS:** Cook, Cook Aide, Dishwasher, Volunteers
7. **PRIMARY PURPOSE:**

Responsible for effective management of Senior Center. Typical duties include, but are not limited to: (1) planning and implementation of programs; (2) policy administration; (3) administration of Senior Center; (4) supervising and evaluating staff; and (5) participating in short and long term planning for the facilities. Performs duties with only general direction and defined latitude for independent judgment within established guidelines and policies. Frequently determines own practices and procedures in varied work situations.

8. **RESPONSIBILITIES:**
 - A. Promote, organize, schedule, and supervise senior adult activities and events offered through the Senior Center.
 - B. Plan and coordinate senior adult programs with other agencies and organizations as required.
 - C. Coordinate volunteers to ensure the success of programs and activities.
 - D. Plan and direct promotion and publicity for senior adult programs, activities and events.
 - E. Responsible for the daily operations of the Senior Center including, but not limited to: 1) in-house meal service; 2) delivery meal service; 3) facility scheduling; and 4) volunteer development.
 - F. Prepare an annual budget for the Senior Services programs and Senior Center operations.
 - G. Organize and conduct fundraising events.
 - H. Maintain accountability with all funding sources.
 - I. Adhere to EMAA's Fiscal Policy in administration of purchases of supplies and equipment for the Senior Center.
 - J. Ensure an environment of friendly, welcome service, inviting to all current and potential facility users.
 - K. Prepare, evaluate and revise policies and procedures related to the operation and use of the Senior Center.
 - L. Communicate effectively with persons of diverse cultural, religious, or ethnic background.
 - M. Provide supervision of assigned staff, to include participating in hiring, performance evaluations, counseling, and disciplinary action when necessary.
 - N. Ensure all tasks are performed in accordance with established safety policies and procedures.

- O. Maintain excellent public relations.
- P. Provide positive and effective leadership and supervision for subordinates in order to accomplish assigned tasks.
- Q. Prepare and submit quality departmental reports for use by EMAA management and Board of Directors.
- R. Prepare and submit reports to external regulatory agencies as required.
- S. Enforce Agency personnel policies and safety policies.
- T. Other duties as assigned.

9. TRAINING, EXPERIENCE AND SKILLS REQUIRED:

- A. An associate's degree in social services from an accredited college is preferred. At least one year of equivalent full-time work experience related to social services is required. An equivalent combination of education, experience and training that provides the required knowledge, skills and abilities may be substituted.
- B. Thorough knowledge of administration skills, grant writing and health department requirements.
- C. Must have supervisory experience.
- D. Must have fundraising experience.
- E. Must have the ability to communicate clearly and concisely with staff, volunteers, and the community, both orally and in writing, is essential.
- F. Must have the ability to plan, schedule, monitor, evaluate, counsel and discipline staff in a manner conducive to proficient performance and high morale.
- G. Must have the ability to exercise sound judgment within established guidelines.
- H. Must have the ability to perform bending, squatting, climbing, twisting, kneeling and reaching both to ground level and overhead.
- E. Must be able to Lift and carry fifty (50) pounds and /or pushes and pulls up to one hundred (100) pounds.
- F. Must possess a Missouri Class E Driver's License required.
- G. Must complete the Missouri Department of Health and Senior Services Safe Serve Food Handlers Course.
- H. Must have reliable transportation and insurance.
- I. Must be able to maintain good attendance.
- J. Must be able to travel in and out of service area as required.
- K. Must be able to work some overtime, weekends, and evenings work as required.
- L. May be subject to emergency call-in.
- M. May be required to assist in other departments as directed.

Employee Signature

Date

Department Head Signature

Date

Executive Director Signature

Date