

**Town of Gloucester**  
**Senior Center Director - Salary range \$48,000-\$56,600**  
**Job Description**

Position Summary:

This position manages and coordinates all activities at and for The Gloucester Senior Center. Responsible for security, functionality, supervision and maintenance of the Center. This is a responsible, supervisory position. The Director is responsible for the safety/security/well-being of the patrons, volunteers and employees at the senior Center as well as the Security of the building. This position reports to the Gloucester Town Council.

**Principal Duties and Responsibilities:**

**A. Coordinate a Daily Meal Program for Seniors**

1. Work with a State-wide senior program; daily paperwork, telephone communication, receive and coordinate meal reservations and seating, organize seasonal and special events. Comply with all required mandates imposed by the food service provider.
2. Order, receive, supervise and/ or handle and serve hot and cold meals to participants. Oversee compliance of all mandates imposed by the State Department of Health regarding kitchen facility and be responsible for the daily maintenance of the facility, restocking of supplies necessary to maintain a Health Department license.
3. Collect monies for daily meals for senior participants; keep corresponding records of such receipts and payments to food service provider.
4. Act as liaison for Meals on Wheels between drivers, patrons and programs like RSVP that work to provide meals to seniors.
5. Collect membership applications and monies. Document and update all membership information into computer files, send this information, and membership fees to town hall.

**B. Coordinate Senior Activities**

1. Coordinate and develop social/recreational and health programs for members/seniors. The Center offers many of the following programs:, but is not limited to:

### **Social/Recreational**

Tai-chi  
Exercise Classes  
Swim Aerobics  
Bingo  
Card Games  
Art Classes  
All other functions and activities, etc.

### **Health**

Annual Flu clinics (multiple days)  
monthly blood pressure screening  
and glucose screening  
preventative care clinics  
Additional informational clinics relative to  
Senior citizen lifestyle/financial well being

2. May work to develop and coordinate Fund Raising Projects to support the operating budget of the Center.
3. Supervise Coordinate, and/or Oversee, trips, outings and activities. The Senior Center Director is responsible for overseeing the coordination of organized outings and trips.
4. Write, have printed and make available by the beginning of each month, a newsletter including, but not limited to, the month's activities, luncheon menu, upcoming events and trips, and timely articles of interest and pertinence to seniors.

## **C. REPORTING**

1. Provide a monthly written report to the Town Council and attend monthly Directors Meetings.
2. Provide a detailed written request to the Town Finance Dept. and the Board of Directors for monies requested for activities or Center needs.
3. Provide a detailed written request /report for conducting special or unusual events for prior authorization and approval from the Finance Office. Provide follow-up reports of events.
4. Provide written and detailed reports of all monies collected from functions, activities, fund raisers, etc. to the Town Finance Director promptly after each function with all monies returned to the Town Hall promptly and regularly after each event that requires the collection of monies.

5. Complete incident reports for any and all extraordinary, illegal actions or injuries occurred at the Center.
6. Produce and have published a monthly newsletter providing timely and senior citizen related articles, monthly activity calendar and monthly luncheon menu.

#### **D. SUPERVISION AND OVERSIGHT**

1. Supervise all activities, daily and, oversee special functions taking place at the Senior Center.
2. Supervise, schedule, and confirm records of community service workers.
2. Judiciously enforce the Rules and Regulations, Code of Conduct and Building Use as established by the Board of Director in conjunction with the Town Council as well as all future directives.

#### **E. STAFF AND VOLUNTEERS**

- a. Assist in the interviewing and hiring of staff
- b. Supervise all staff, and volunteers working within the center and dining areas.
- c. Establish a program for recruiting, interviewing and training volunteers to assist in programming, front desk greeters, dining room aides, etc. as needed.
- d. Maintain records of all volunteers, duties, hours worked and report such as needed.

#### **SKILLS AND ABILITIES**

1. Good organizational skills
2. Ability to manage people and events
3. Good communication skills
4. Working knowledge of accepted office procedures

5. Basic computer skills including Word Perfect (knowledge of Excel desirable)
6. Ability to establish and maintain effective working relationships with Senior Center members and dining room patrons, residents, Town employees, volunteers, and vendors.
7. Ability to prepare routine reports and records.
8. Ability to follow oral and written instructions.

### **TRAINING AND EXPERIENCE**

1. High School graduate or equivalency.
2. Prior experiences working with senior citizens and senior citizen activities are preferable.
3. Experience in organizing/coordination meals for groups of people
4. Prior management experience preferable
5. Food Safety Certified preferred.
6. All applicants are subject to a Bureau of Criminal Identification (BCI) background check.