



Job Description

Position: Senior Center Director
Primary Location: Senior Center
Employment Status: Full-time, Salaried, Exempt
Reports To: Town Administrator
Description Updated On: October 28, 2021

Summary/Objective

The Senior Center Director is responsible for identifying community and individual needs of the older adult population in Milford, along with developing and scheduling programs to meet these needs, maintaining and evaluating current programs, directing efforts of the Senior Center staff to ensure that department objectives are met, preparing and managing the Council on Aging (COA) budget and maintaining communications with Town departments and other groups involved with the older adult population, so as to foster the overall goal of achieving an atmosphere of "Senior Wellness". Employee is required to perform all similar or related duties and is responsible for the supervision of both part time employees and numerous volunteers.

Essential Functions

- Administers, directs, and coordinates all activities of the Senior Center to ensure the development of plans, policies, and procedures necessary for the establishment and maintenance of services for the elderly. Ensures that programs and services operate in accordance with Town policy, legal boundaries, and any contract funding service regulation.
- Assists elders in filing applications for assistance programs or information; provides current information on legislation and government programs affecting the elderly.
- Develops and implements all programs, activities, and day trips for elders; schedules seminars, clinics, support groups and workshops; conducts training for staff and volunteers.
- Maintains visibility and contact with elderly clients and population on a daily basis and on a professional and personal level providing continuity, friendship, humor and sensitivity to their needs.
- Serves as a staff liaison, providing advice and recommendations to the Council on Aging as required, meeting with members on a regular basis; prepares and administers annual department budget.
- Oversees and coordinates building improvements and maintenance.
- Participates in local and regional efforts to expand and improve services to the elderly. Represents the Council on Aging and the Town of Milford on various boards, task forces and planning groups regarding elderly issues.
- Prepares and submits grant applications to external funding sources for specific program funding; administers grants received.
- Assists and implements fund raising programs by the "Friends" for the benefit of the Senior Center and the elderly.
- Prepares and submits annual report to the Executive Office of Elder Affairs; prepares various reports as requested by the Council on Aging and other town officials.

Required Qualifications, Education, and Experience

College graduate with a bachelor's degree in a relevant field of human services or gerontology; minimum of five (5) years of progressively responsible experience in group adult programs with supervisory experience strongly preferred or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. CORI certification is required as a condition of employment; must possess a Class D Motor Vehicle Driver's License.

Knowledge, Skills & Abilities

- Thorough knowledge of federal and state elderly services and local resources available to the elderly; knowledge of federal and state regulations pertaining to programs for the elderly; knowledge of grant writing techniques; knowledge of counseling to the elderly.
- Excellent public relations and customer service skills and sensitivity to unique needs of the elderly; excellent data processing skills including desktop publishing and word processing software.
- Ability to:
 - Develop effective and constructive working relationships with Town, state and federal officials, elderly providers and the general public;
 - Assess the needs of the elderly and design and coordinate appropriate services and programs to accommodate these needs;
 - Train and supervise employees and volunteers effectively;
 - Prepare and manage department operating budget;
 - Communicate effectively both orally and in writing.

Physical and Mental Job Requirements

- Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Make decisions that have an impact on the health and wellbeing of the elderly
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Preparing/analyzing numerical figures
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

- The functions of this role are conducted in an office environment.

Hours of Work

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening/weekend meetings, programs, and events.

- **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____