

Chelsea Senior Citizens Activities Center
Job Description for
Senior Center Program Manager

Job Summary:

To plan, develop, coordinate, supervise, and evaluate diverse programs for the Chelsea Senior Center that attract new members and meet the needs of current members.

Commitment:

To support the mission of the Chelsea Senior Center to promote, encourage, and organize activities that address the physical, social, and emotional concerns of Chelsea area senior citizens and their families. This position requires 20 hours a week Monday-Friday throughout the year, with some weekends and evenings for special events.

Responsibilities:

1. Assist the Executive Director in “goodwill ambassador” functions
2. Compile and publish monthly newsletter for CSC members
3. Promote and publicize CSC programs to the community
4. Develop cooperative relationships with other community organizations for programming
5. Assist with fund raising and special events
6. Assist in the development of program-specific grants with support from the Executive Director
7. Supervise instructors, leaders, program assistants, and volunteers in support of CSC programs and activities.

Duties:

1. Help determine needs of Chelsea-area seniors
2. Evaluate existing programs
3. Assess, procure and maintain program related supplies and equipment
4. Maintain CSC-approved discipline and safety procedures for all participants
5. Recruit, train, supervise, and evaluate individuals to work or volunteer in program(s)
6. Maintain programs related participation and fiscal records
7. Develop quarterly reports for Board of Directors, and regular reports as needed by the ED, summarizing above and projecting budgetary needs
8. Perform other tasks and duties related to senior center programs as assigned or appropriate

Employment Qualifications:

- Understanding and experience with software programs used by the Chelsea Senior Center including Excel, Microsoft Word, and Publisher.
- Understanding and experience working with public relations and media sources, including social media and website management.
- Exceptional communication skills to be able to relay information effectively to the public at large, the Board of Directors, Senior Center members, staff and volunteers.

Skills:

- Experience in planning, organizing and directing the work of others, either directly or through subordinate supervision.
- Experience, self-confidence and initiative necessary to perform multiple tasks in a timely manner.
- Ability to set priorities, coordinate projects and meet critical deadlines.
- Use sound, independent judgment within established guidelines.
- Ability to take written or verbal direction from the Director or Board of Directors.
- Prepare clear, concise and effective written material including newsletter, press releases, and grant proposals.
- Maintain accurate, secure and confidential records and files.

Physical Demands:

Duties require typical activities you would see in an office environment. Tasks may be performed with or without reasonable accommodation.

Education:

High school diploma or G.E.D. equivalent required. Preference given for a completed Associate or Bachelor Degree in a field related to program management, communications, or social services to senior citizens.

Licenses and Certifications:

- Must possess a valid Michigan driver's license.
- Other applicable certifications.

In Addition:

This description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance. Flexibility in scheduling will also be required.