WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

I. **Name of Position:** Senior Center Manager

II. **Organization Unit:** Management - EWP Senior Center

III. **General Summary:** Responsible for all operations, public relations, marketing, programming, maintenance, and public services at assigned facility.

IV. **Qualifications:** High school diploma; 4-year college degree in Recreational Administration (desired); past supervisory experience desired; experience in programming various senior-related activities desired, good marketing experience, attention to detail, basic facility maintenance knowledge desired. WCPRD is an equal opportunity employer.

V. **Position Wage:** This is a full-time position. The wage will be negotiated at the time of hire. Medical, insurance, dental insurance, and vision insurance is available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost).

VI. **Employee Classification:** Exempt

VII. **Essential Job Functions:**

1. Create, implement, supervise, and evaluate all programs that are offered at the facility.
2. Develop program budgets for all programs offered at the facility.
3. Create, track, and record all employee schedules, payroll sheets, document participation figures, as well as actively solicit new members.
4. Develop a wide assortment of brochures to offer informational data about the center and its programs, and creatively think outside the box for up-to-date programs for all demographics.
5. Running all day-to-day operations at the facility in upkeep, maintenance, and cleaning.
6. Take care of all equipment that is utilized at the facility and fix/repair any issues.
7. Create and develop a wide array of programs that meet the needs of seniors within the county.
8. Develop a long-term plan for the Senior Center and create affordable programs, free programs, and long-lasting mutual partnerships with various community organizations that specialize in senior citizen activities and services.
9. Enforce all county government and WCPRD policy and procedures.
10. Organize and create a committed volunteer base to assist with various programs.
11. Provide at least ten programs per month for the senior citizens with Warren County.
12. Develop and oversee social media campaigns to disperse information and increase participation.
13. May be required to report to various locations within the department any given day.
14. Provide and handle all facility (building) rentals, as well as coordinate and submit information to the administrative office to ensure reliable scheduling of activities.
15. Assist in teaching First Aid/CPR/AED classes for the department.
16. Complete all required training.
17. Create detailed presentations, speak to various public groups, and host various activities and special events.
18. Share internship coordinating duties with Special Projects Manager and work together to create curriculum.
19. Share financial duties of Business Manager (i.e., run/balance GL and Cash Journal reports, deposit checks and submit paperwork to Courthouse) as needed or assigned by Director.
20. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
21. Complete any other duties as assigned by the Director of WCPRD.
22. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees

VIII. **Special Work Conditions:**
Some night and weekend work required, must be able to multi-task, may be required to drive 15-passenger van for field trips; may be required to assist Director with various other department Administrative-related functions of department.

IX. **Verification of Understanding Position:**
By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature	Date
Witness Signature	Date

Director WCPRD Signature Date