

Senior Center Manager

Must be at the center from 8:30 a.m. to 2:00 p.m.

Must be able to rotate between Catawissa and Montour senior centers.

Maintains a positive work atmosphere by behaving and communicating in a manner that is understandable and professional with clients, co-workers, supervisors, and the public.

Responsible for identifying the interests and needs of senior citizens and planning, scheduling and coordinating recreational and instructional or educational activities to meet these interests and needs.

Responsible for obtaining speakers from the community monthly.

Encourages and directs volunteers from among program clients to serve meals and prepare and clean center facilities and equipment.

Assign an attendance recorder each day. The recorder should greet all center participants. The recorder will complete the attendance record in the required manner.

Speaks informally with program clients to encourage them to participate in the center's recreational and instructional activities and to stimulate social interaction.

Order and maintain an inventory of disposables related to food service.

Accept delivery and record the temperatures of incoming food daily to ensure quantity, quality, and safety sanitation standards are maintained. If your order isn't correct, call the Administrative Officer I at once.

Count, record, and deposit meal contributions daily and prepare appropriate financial forms showing ineligible persons paying full amount of cost and witness signatures.

Keep local records of attendance, tally sheets, and volunteer timecards.

Conduct an ongoing outreach program.

Order HDM meals for in town Catawissa/organize volunteers to deliver those meals.

Assume responsibility for compiling and forwarding the monthly attendance log to be given to the Administrative Officer I by the 7th working day of each month.

Organizes and performs fundraising events throughout the year.

Organize different bus trips during the year for senior activities.

Complete other reasonably related job duties as assigned.