

Middletown, CT Job Description

Classification Title	Senior Center Manager
Job Code	
Department	Recreation & Community Services
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to plan, develop and supervise a comprehensive program of activities and services for Middletown senior ~~citizens; and to assist~~citizens. Assists in administering the daily operation of the Middletown Senior/Community Center for Eckersley Hall. ~~The work is performed under the direction of the Director of Recreation and Community Services.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Assist with the development and implementation of recreational and instructional programs for the aging population in Middletown. Evaluates current programs and makes changes/adaptions as necessary.~~ Plans, develops, implements and evaluates recreational, enrichment and educational programming for aging population. Evaluates current programs and makes changes as needed.
- ~~_____~~
- Manages the overall planning and implementation of various programs ~~and services; Directly supervises~~ Supervises the planning of activities and programs with professional and non-professional staff and volunteers. Leads programs and presentations.
- Manages and supervises department division employees. Assigns and reviews work. ; ~~Identifies and coordinates training and instruction.~~ Oversees senior and community center volunteers.
- Oversees and manages the work of ADA compliance officer. Assists the city ADA compliance officer to find resolution for ADA issues in the City.
- ~~Prepares annual budget recommendations and implements planned work and activities including training.~~ Assists with the preparation of the annual budget. Creates financial and statistical reports.

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- ~~• Prepares monthly financial and statistical reports. Responsible for comprehensive public information programming including publicity and public presentations. Oversees all marketing and publicity efforts. Prepares and reviews news releases, brochure information public relations campaigns and related information.~~
- ~~• Assists the Director with the management of the senior/community center building and facilities, including senior center vehicles. Oversees marketing and publicity efforts. Prepares and reviews new releases, brochure information, newsletters and public relations campaigns. Manages social media accounts and related information.~~
- Oversees the senior/community center transportation network with other social and not-for-profit organizations and Middletown Area Transit.
- ~~Actively s~~Seeks new funding opportunities, which includes such as grants, and fee-for-services programs and facility rentals. Researches and applies for grants. Assists with administration of grants. Administers Senior Services Checkbook.
- Maintains liaison with various community groups, clubs, agencies and departments both local and state-wide to remain current in issues facing the aging population in Middletown.
- ~~• Reviews and evaluates programs and activities as needed.~~
- ~~• Oversees senior/community center volunteers, in conjunction with the state, coordinates a volunteer recognition program~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Bachelor's degree in Gerontology, social work, recreation or a related field with four (4) years of progressively responsible administrative and program development/managerial experience with an emphasis on the needs of the aging population; or any combination of education and experience that provides equivalent knowledge, skills and abilities. High School Diploma and at least six years of progressively responsible administrative and program development/managerial experience.~~

Appropriate education substitutions can be made.

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Other

- ~~A valid~~ Connecticut driver's license and First Aid/CPR Certification. ~~is required.~~

PREFERRED QUALIFICATIONS

Bachelor's degree in Recreation, Social Work, Business Administration or related field with experience at a senior or community center, grant management experience, project management and transportation management experience.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. ~~Requires the a~~Ability to implement decisions based on such data and oversees the execution of these decisions.
- ~~Requires the a~~Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as budgets, contracts, grants, applications, brochures and flyers, schedules, evaluations, manuals, policies, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the director and all division staff, other City departments, vendors, local, state and federal agencies, senior citizens, the media and the public. Must possess research skills~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals and use basic computer applications such as excel. Knowledge of Senior Services programs~~
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in ~~T~~training, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently

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- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

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PHYSICAL REQUIREMENTS

- ~~• Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

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qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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