



TOWN OF
AMHERST
MASSACHUSETTS

Human Resources Department
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The Town of Amherst is looking for a forward thinking, technology-driven, progressive Senior Center Director to manage our Senior Center Program.

The Senior Center provides a hub for seniors to gather, learn new skills, share their expertise, life experiences, and participate in activities providing a social outlet for Amherst residents 55 years and older. The Town of Amherst is rich in diversity, the right candidate will need to meet the needs of the community through inclusive programming, events, and networking.

If you have the passion and desire to serve the needs of our growing Amherst community of seniors. We want to hear from you!

To apply online visit www.amherstma.gov/jobs, or in person at the Human Resources department, 4 Boltwood Avenue, Amherst, MA

Amherst seeks a workforce that reflects the diversity of its community AA/EEO

POSITION DESCRIPTION

Non Union Level 6
Senior Center/COA Director

Job Summary

Plans, administers and oversees a multi-purpose municipal senior center that serves as the community focal point for the provision of programs and services to the elderly and their families. Performs all other related work as required.

Supervision Received

Serves under the broad supervision of the Town Manager who outlines policy, assigns areas of responsibility, and evaluates performance, and the Council on Aging, which provides guidance on matters of program policy. Performs regular duties independently, within applicable State and local laws, policies, and procedures. Consults with the Massachusetts Department of Elder Affairs on state-wide policy relative to elder services. Makes presentations and represents the Department in public forums.

Supervision Exercised

Responsible for supervision of staff, program leaders, and volunteers including the formulation of office policy, assignment of work duties and review and evaluation of performance.

Major Duties

1. Administers and oversees daily operations of the Senior Center/COA office, including security of property, records and data.
2. Prepare and present annual and capital budgets as appropriate. Write EOEA Formula and other grant proposals, grant reports. Administer the overall financial operations of the department, including expenditures, payroll, fees and charges, purchasing, preparation of budget estimates, keeping of appropriate and accurate records, and submission of bills/payrolls.
3. Acts as liaison with Friends of the Amherst Senior Center, charitable organizations, foundations & trusts. Lend support in fundraising efforts. Provide for comprehensive media and public relations including preparation and distribution of newsletters, press releases, feature stories, and relationships with groups/organizations regarding COA functions and activities.
4. Recruit, supervise, train and schedule staff and volunteers. Provide for staff meetings, case conferences with outreach workers; oversee direct services including information and referral, counseling or other support assistance; regularly consult on difficult cases and serve as conduit and member of elder service team.
5. Plan, organize, schedule, and occasionally supervise/lead educational, recreational and wellness programs to meet the psychological and social-health needs of a diverse and ever-changing older population. Maintain up-to-date files, including basic demographics, service

- information and unmet needs. Answer or assign correspondence. Develop and update long term master plan.
6. Prepare and file reports for elder affairs, town reports annually and as needed at other times.
 7. Administrative responsibility for preparation and distribution of the bi-monthly newsletter, regular press releases through local newspapers, radio, cable TV and informing funding sources of activities.
 8. Plan meeting agenda with COA leadership team and attend all COA meetings. Plan meeting agenda; advise and consult Board regarding office operations and associated issues; research and recommend projects and programs; draft and review annual Senior Center and EOEA reports.
 9. Consult and edit COA annual report as prepared by COA Secretary.
 10. Performs similar or related work as required, directed or as situation dictates.

Desired Minimum Qualifications

Bachelors Degree in public/business administration, community organization, social work, gerontology, human relations or a related field and 3 years of work in social services or gerontology, or any combination of at least two years of college and experience in applicable field. Requires a working familiarity with the elder service network and resources, as well as state and local laws, practices and regulations regarding human service (elder) programs.

Capable of assessing elder needs. Experience researching and preparing proposals for funding, obtaining and managing grants from various sources. Ability to communicate both orally and in writing with a diverse audience and to effectively advocate for elders in a variety of situations requiring knowledge, negotiation skills, diplomacy and tact. Respect/preserve confidentiality. Familiarity and experience with creative problem solving techniques. Working knowledge of public or private nonprofit boards, and common administrative practices. Capable of managing multiple projects simultaneously. Knowledge of the federal and state services and local resources available to the elderly. Ability to use initiative, persuasion, tact and judgment in dealing with town, state, and federal officials, the elderly, service providers, and the general public. Ability to prepare and manage budgets and finances. Ability to train and supervise employees and volunteers effectively. Compassion for the elderly.

Tools and Equipment Used

General office equipment; motor vehicle. Skill in utilizing computers and popular software applications in word processing, spreadsheet and database.

Special Requirements

Valid State driver's license. Certification in CPR and first aid. Certified to receive criminal offender record information (CORI) relating to volunteers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, push objects, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment

The work environment characteristics 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.

While performing the duties of this job, the employee generally works in an indoor setting with occasional outside activities and trips. The noise level in the work environment ranges from moderately quite to loud.

Selection Guidelines

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.