



## **SERVING OLDER ADULTS OF SOUTHEAST WISCONSIN (SOA)**

### **Director of Senior Centers**

**Reports to:** President/CEO

**FLSA Status:** Full-Time Exempt

#### **Position Summary**

Performs a variety of complex administrative responsibilities as the Director of Senior Centers. Responsible for ensuring that contractual obligations for the Senior Centers and the Senior Meal Sites are met in a timely manner.

#### **Responsibilities**

Oversees the programming at the five Milwaukee County-owned senior centers, including the meal sites at those centers.

Provides direction and oversight of the Health and Wellness Program of Serving Older Adults.

Analyzes programming data trends and survey results to help shape the direction of future programming.

Administers the SOA contract with Milwaukee County for all Senior Centers and Senior Meal Sites and ensures that contract obligations for the Senior Centers and the Senior Meal Sites are met in a timely manner.

Works with the SOA Controller on writing the annual budget for the Senior Centers and Senior Meal Sites.

Develops, writes, and maintains a Standard Operating Manual for the Senior Centers and Senior Meal Sites.

Responsible for all contract-related reporting to Milwaukee County and other funding organizations.

Attend all Milwaukee County meetings of relevance to Senior Centers and Senior Meal Sites, and similar meetings with other funding organizations.

Supervises and trains the Senior Center Managers and the Health and Wellness Coordinator. Writes and conducts the annual job performance review and sets goals for direct reports.

Works with Senior Center Managers on all invoices, monies earned from activities, and other financial aspects of the Senior Centers.

Serves on the leadership team of Serving Older Adults.

Along with the Center Managers, works with Milwaukee County Department of Administrative Services (DAS) Facilities department staff to ensure the buildings remain safe, comfortable, and accessible.

Responsible for understanding SOA policies and procedures and applying them equitably.

Other duties as assigned.

### **Qualifications**

Bachelor's Degree in a related field is preferred.

Five years of educational, recreational and leisure activity programming is required.

Two years of supervisory experience is required.

Must be computer proficient with experience using Excel, Word, PowerPoint, and database software.

Two years of successfully meeting reporting and contract obligations required.

Ability to successfully manage a variety of educational and leisure activities for older adults.

Working knowledge of the equipment, facilities, operations, and techniques used in activities for older adults is required.

Demonstrated working knowledge of community resources and agencies geared to the needs and interests of older adults.

Ability to establish and maintain effective working relationships with staff, volunteers, participants, community partners, and funders.

Excellent written and oral communication skills, and good organizational skills.

Ability to be an effective public speaker.

Must be tactful, courteous, and respectful at all times.

Must be able to work well with people from all cultures and backgrounds.

Occasional evenings and weekend work required.

Must have a valid driver's license, access to a vehicle, and adequate vehicle insurance.

Must be able to stand for periods of time, sit for periods of time, walk for periods of time, lift and carry up to 25 pounds, use a keyboard and computer screen for periods of time, push and pull carts of items for periods of time, and use a copier, telephone, cell phone, and other office equipment for periods of time.

Must be able to become CPR certified, AED certified, Blood-Borne Pathogens certified, and any other necessary certifications, within 180 days of hire date.