



SENIOR CENTER MANAGER

Reports to: Senior Center Manager

FLSA Status: Exempt, 40 hours per week

About SOA:

Looking for a great opportunity at a casual, fun organization committed to serving older adults within the community? The person in this position must enjoy working in a small, entrepreneurial environment that is mission-driven, results-oriented, and focused on community. At Serving Older Adults of Southeast Wisconsin, Inc (SOA), we envision a community where every adult 50 and better will be connected to the resources they need, and the opportunities that interest them, throughout the aging process. SOA manages five Senior Centers for Milwaukee County and creates and delivers educational, social, and recreational activities for older adults, including lunch five days per week. We also recently started an innovative program, Tech Connect for Older Adults, to better serve our participants and their technology needs. To learn more about SOA, please visit our website at www.servingolderadults.org and visit our Facebook page.

Position Summary

Oversees a variety of educational and leisure programming for older adults along with a daily meal site, and rental activities.

Job Responsibilities of Senior Center Manager

Oversees the health and safety of all who visit, volunteer, and work at the Senior Center.

Hires, supervises, and trains staff at the Senior Center including, but not limited to, the Program Coordinators, Custodians, Dining Site Supervisor, Rental Supervisor, volunteers, and paid instructors.

Responsible for supervision of all Title V Senior Interns placed at the Senior Center, and for compliance with the rules of the Title V Senior Intern program.

Works with the annual operating budget and ensures expenditures are in line with the budget.

Monitors the rentals and rental activities at the Senior Center.

Works with other organizations, such as Hunger Task Force, to provide food and other items to older adults.

Along with the Director of Marketing and Development, solicits and secures sponsorship and funding for the Senior Center and its activities.

Assists with marketing and promotional activities for the Senior Center and sets goals for increasing attendance at Senior Center activities.

Responsible for the collection of and reporting of money and credit card use for all activities that generate income at the Senior Center.

Writes and compiles reports in an accurate and timely manner.

Oversight of the buildings and corresponding outside area by working with Milwaukee County DHHS Aging and Disability Services, Facilities Maintenance, and Parks, the Sheriff's Office and other County entities to ensure problems are reported and documented in a timely manner.

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

Works with the Senior Advisory Council to listen to the needs of older adults.

Other duties as assigned.

Qualifications

- Bachelor's Degree in a related field is preferred.
- Three years of programming educational and leisure activities for older adults is required.
- Two years of supervisory experience is required.
- Must be able to work well with people from all cultures and backgrounds.
- Must be computer proficient in Excel and Word
- 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 all.
- Good 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 have a valid driver's license, access to a vehicle, and adequate vehicle insurance.
- From time to time, may assist in moving and arranging furniture and equipment and setting up areas and rooms for special events and activities.
- 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

Employee Signature _____ Date: _____

Human Resources _____ Date: _____