

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

SENIOR CENTER PROGRAM DEVELOPER

Supervised by: Senior Center Coordinator

Supervises: Senior Center instructors, escorts, and volunteers

Position Summary:

Under the direction of the Senior Center Coordinator, develops, implements, evaluates, and oversees programming for the Township's Senior Center. Recruits and trains volunteers, instructors and escorts for various trips.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Develops Annual Events including scheduling agency personnel, publicity, registration, agency outreach, related meal programs, on-site supervision and post event evaluation.
2. Provides weekly on-site staffing at local senior housing facilities such as the Carpenter Place, to ensure homebound seniors contact with the Center.
3. Writes and administers grants, and assists the Coordinator with researching grants, applying for grants and ensuring compliance with grants already awarded to the center.
4. Assists Coordinator with all ongoing programs including travel programs and special events as well as the business management of the Senior Center. Serves as an instructor and escort as needed.
5. Recruits, trains, motivates and evaluates paid, contracted, and volunteer staff.
6. Refers seniors to appropriate agencies, and helping organizations as needed.
7. Assists Coordinator with publicity for the Senior Center such as preparing monthly newsletters, program and activities flyers, and brochures. Promotes Senior Center services to the community. Makes presentations to community groups, nursing homes and businesses; writes articles; and attends promotional events.
8. Oversees and participates in the development and leadership of programs and activities to meet the needs of the local senior population for entertainment, socialization, exercise, recreation and nutrition.
9. Networks with senior program developers in the Ann Arbor area in an effort to share ideas and eliminate duplication of services. Provides referrals to outside agencies and coordinates efforts to deliver services as necessary.
10. Keeps abreast of current issues and developments in senior citizen services,

- needs and resources through continued education and professional growth.
11. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
 12. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's degree or the equivalent in technical or vocational training in gerontology, recreation administration, social work, or related field.
- Three or more years of program development or supervision in a similarly-sized senior center, community center, recreation center or related service field.
- A Michigan Vehicle Operator's License.
- First Aid and CPR certifications are desirable.
- Must be bondable.
- Knowledge of applicable local, state and federal laws, rules and regulations.
- Thorough knowledge of the philosophies and principles governing work in the gerontology field.
- Considerable knowledge of the professional principles and practices associated with planning, evaluating and administering a full range of senior programs.
- Basic knowledge of the scope and structure of alternative resources available to the elderly, and the ability to secure and coordinate service provision.
- Skill in communicating with and directing elderly individuals.
- Skill in administering contracts, maintaining records, compiling reports and managing finances.
- Skill in developing and evaluating programs.
- Skill in recruiting, training, managing, and retaining instructors and volunteers.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with senior citizens, program patrons, volunteers, employees, professional contacts, community groups, business leaders, the media, and the public.

- Ability to effectively communicate and present ideas and concepts orally and in writing, and make presentations in public forums.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to work outside of normal business hours.
- Ability to participate in recreation activities and programs.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl and travel to other locations. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and must travel to other locations. The noise level in the work environment can range from quiet to loud.