

Senior Center Director Job Description

Position Summary:

This position manages and coordinates all activities at and for the Florala Senior Center. Responsible for security, functionality, supervision and maintenance of the Center. This is a responsible, supervisory position. The Director is responsible for the safety/security/well-being of the patrons, volunteers and employees at the Senior Center as well as the Security of the building.

Principal Duties and Responsibilities:

Coordinate a daily Meal Program for Seniors

- Work with a State-wide senior program; daily paperwork, telephone communication, receive and coordinate meal reservations and seating, organize seasonal and special events. Comply with all required mandates imposed by the food service provider.
- Order, receive, supervise and/ or handle and serve hot and cold meals to participants. Oversee compliance of all mandates imposed by the State Department of Health regarding kitchen facility and be responsible for the daily maintenance of the facility, restocking of supplies necessary to maintain a Health Department license.
- Collect monies for daily meals from senior participants; keep corresponding records of such receipts and payments.

Coordinate Senior Activities

- Coordinate and develop social/recreational and health programs for members/seniors.
- Develop and coordinate fundraising projects to support the operating budget of the Center.
- Supervise, coordinate, and/or oversee trips, outing, and activities. The Senior Center Director is responsible for overseeing the coordination of organized outings and trips.
- Supervise all staff, and volunteers working within the center, dining areas and transportation.