

Position Title: Executive Director, Waterbury Area Senior Center

Shift: 8:00am – 4:30 pm Monday – Friday. Some night or weekend work may be required

Location: 14 Stowe Street, Waterbury, VT 05676

Compensation: Based on experience and skill level

Mission Statement: Enrich the lives of older persons by providing services and activities that sharpen the minds and improve the physical and emotional health of its members and help keep them active and involved in the life of the community:

#### Job Requirements:

- Strategic planning in line with the mission statement
- Volunteer engagement and management
- Maintain official records and documents to comply with federal, state, and local regulations
- Working knowledge of trends and developments in the field of aging, nutrition, and issues for older Vermonters.
- Actively recruit volunteers and older Vermonters into the Center
- Maintain dialogue with members and solicit feedback and suggestions
- Work collaboratively with the Board of Directors to accomplish the Center's mission.
- Keep the community and members informed of activities, programs, and goals.
- Establish a sound working relationship and cooperative arrangement with community groups and organizations (Revitalizing Waterbury, Rotary Club, etc.)
- Work collaboratively with the kitchen to ensure applicable policies, procedures, and regulations are in place
- Responsible for recruitment, employment, and release of all personnel both paid staff and volunteers.
- Develop job descriptions and perform regular performance evaluations
- Maintain a welcoming and encouraging climate that retains and motivates staff, volunteers, and members.
- Encourage professional development for both employees and volunteers.
- Manage the yearly budget to ensure that WASCA operations are within budgetary guidelines
- Assist in the yearly preparation of the WASCA budget to ensure that funds are available to permit WASCA to continue its operations.
- Actively promote and spear head fundraising activities including but not limited to town appropriates, grants, fund raising events, and donations.
- Be responsible for the development and maintenance of sound financial practices following Generally Accepted Accounting Principles (GAAP)
- Advocate for the Center by working with Federal, State, and local governments and agencies on regulatory and reimbursement policies (Central Vermont Council on Aging, Vermont Center for Independent Living, State Agency of Education, US Department of Health and Human Services)
- Ability to be hands on for catering functions (costing, prep work, etc.)

#### Education Requirements

- Associates Degree in Business or equivalent OR Four (4) years of experience in a business setting as a supervisor or manager

#### Preferred Educational Requirements

- Bachelor's Degree in Business or equivalent OR Eight (8) years' experience in a business setting as a manager or director

#### Preferred Skills

- Proficient in Microsoft Office Suite of Products
- Knowledge of Quickbooks
- Grant writing and fund raising
- Supervising
- Catering Experience

Additional Information: Applicant must be able to pass a back ground check.

Please submit resume and cover letter to [boardtreasurer@wasca.org](mailto:boardtreasurer@wasca.org) or mail to Wendy Magee, Board Treasurer Waterbury Area Senior Center, 14 Stowe Street, Waterbury, VT 05676. Questions can be directed to the same.