

POSITION DESCRIPTION

DIRECTOR, WATERBURY AREA SENIOR CENTER

14 Stowe Street, Waterbury, VT 05676

Job Summary:

Overall accountability is for the daily operations of the Waterbury Area Senior Center in keeping with the organization's overall mission. This position manages two staff members, a team of volunteers and reports directly to the Board of Directors.

Work hours are flexible, typically 35 hours per week, Monday through Friday, with part-time options available.

Compensation based on level of skills and experience.

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.

Responsibilities:

- Oversee activities related to Meals-On-Wheels services, congregate dining and other programs/activities supporting the organization's mission statement.
- Effectively partner with the Board of Directors on strategic planning, annual budgeting and operational reporting.
- Manage the annual budget to ensure operations are within budget.
- Advocate for the Center by working with Federal, State, local governments and agencies on regulatory and reimbursement policies.
- Maintain official records and documents to comply with Federal, State and local regulations.
- Actively promote and spearhead fundraising activities including, but not limited to, town appropriations, grants, fundraising events and donations.
- Work with the kitchen staff to ensure applicable policies, procedures and regulations are in place and followed.
- Ensure regular community outreach including seniors, members of the public, and community organizations.
- Stay abreast of trends and developments in the field of aging, nutrition and issues for older Vermonters.
- Manage volunteer recruitment and engagement.
- Maintain a welcoming and encouraging climate that retains and motivates staff, volunteers and seniors.

- Conduct annual performance reviews.
- Encourage professional development for employees and volunteers, as budget allows.
- Attend monthly board meetings.

Preferred Educational Requirements:

- Degree in Business or equivalent, or 8 years' experience in a business setting as a manager or director.

Preferred Skills:

- Proficient in Microsoft Office 365.
- Knowledge of QuickBooks.
- Grant writing, fundraising.
- Supervisory experience.
- Strong interpersonal, organization and customer service skills.

Requirements:

- Candidate must pass a background check.
- All center employees and volunteers must be up to date with Covid 19 vaccinations.