



FAUQUIER SENIOR CENTER ADMINISTRATOR

GENERAL DEFINITION OF WORK:

FULL-TIME; FLSA Status: Non-Exempt

Supervises senior center activities. Work is performed under general instructions, established routines and/or standardized practices and procedures with supervision of progress and results.

ESSENTIAL FUNCTIONS:

- Provides daily emotional support to members at senior center.
- Prepares a variety of mandated monthly reports for funding, planning, and regulatory purposes while maintaining appropriate agency and member files, including but not limited to, intakes, mandated forms and annual updates.
- Develops a senior center monthly activities calendar which includes required activities as well as recreational and social events.
- Maintains daily, weekly and monthly financial records meeting all guidelines and deadlines of RRCS.
- Ensures a clean and safe physical environment, meeting all local and state code requirements.
- Compose articles with photos for scheduled entry into the RRCS VOICE of Experience newsletter.
- Represents the agency and the senior centers in the respective communities through meetings, building relationships which include the advocating for increasing older adult resources to enhance the safety and well-being of the citizens in the communities.
- Recruit, train, recognize and retain volunteers at the senior centers. Document and submit volunteer service hours monthly as required.
- Orders, monitors and participates in safe serving and distribution of meals, shelf stable meal boxes and community donations. Follows proper food handling guidelines ensuring all nutrition services standards are followed. Orders facility supplies through appropriate channels.
- Creates, organizes and promotes fundraising activities as needed to benefit the senior center's socialization and recreational activities.

OTHER FUNCTIONS:

- Advocates for members providing information and referral on resources and services which may enhance and assist individuals.
- Solicits, collects and distributes community donations to members; sends thank you notes of appreciation for community donations including those of whom provide presentations and programming at center.
- Coordinates, assists, and executes time, talents, and energy to provide for 5 county events and special agency events.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of the nutritional needs of older adults; some knowledge of planning and presenting activities aimed at older adults; ability to follow oral instructions and understand simple written terms; skill in the serving of meals and safe handling of food; ability to establish and maintain effective working relationships with members, associates, community organizations and agency leaders, businesses and the general public; proficiency in computer software. Knowledge of MS Office, to include Word and Excel.

COMPETENCIES:

Accountability and Dependability; Adaptability and Flexibility; Attention to Detail; Decision Making and Judgement; Reading Comprehension; and Teamwork.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent; At least 3 years of experience working with senior citizens; and, at least 2 years of experience in program planning.

PHYSICAL REQUIREMENTS:

This work requires light physical effort working almost exclusively with lightweight materials (up to 25 pounds) and short periods in difficult positions. Working conditions may involve occasional exposure to some disagreeable elements; work involves frequent exposure to hazards where lost-time accidents are definitely possible; there may also be some considerable mental effort and stress involved which could result in discomfort and ineffectiveness. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Valid Virginia driver's license; attends training, and maintains required certifications such as CPR/First Aid.

Salary: \$15.87/hourly

APPLY HERE: <https://www.rrcsb.org/job/senior-center-administrator/>

Rappahannock Rapidan Community Services

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