

CITY OF EAST PROVIDENCE EMPLOYMENT OPPORTUNITY



Director of Senior Services Annual Salary (\$52,500-\$57,000) Non-Union Management

JOB DESCRIPTION: Under the supervision of the Director of Recreation this non-union position is appointed by the Mayor. The Director of Senior Services plans, develops, administers, coordinates, organizes and supervises all programs, services and activities pertaining to the East Providence Senior Center and the services it provides. The Director is responsible for overseeing the Center facility, supervising Center staff and volunteers and coordinating the programs that operate there such as; Congregate Meals, Senior Volunteer Program, Transportation, Branch Library, Health Services, Case Management, Recreational, Educational and Social activities. The Director is also responsible for public relations, grant writing and creative development of the center. Work schedule may include occasional evenings and attendance at special events that may be during non-normal Center hours.

ILLUSTRATIVE EXAMPLES OF WORK: Will assist in the coordination of the Center's programs and activities. This includes the operation and supervision of staff, physical plant, programs, budget, work schedules, equipment inventory and record keeping. Informs seniors and the general public of all scheduled activities. Stays abreast of current programs, outreach organizations, and other resources that are available to senior citizens. Directs and prepares fliers, brochures, press releases, news articles and other public relations materials/functions as needed. Coordinates building security and building maintenance with appropriate division heads and other agency program Directors. Prepares monthly and annual reports as directed. Maintains inventory control and keeps vital program records and statistics. Maintains a good working relationship with other coordinators to insure an integrated and harmonious overall organization. May be directed to serve on committees of other organizations or groups that deal with senior services and or issues. Makes recommendations relative to ongoing programs and need for changes or additional programs at the Center. Maintains ongoing contact and information exchange with senior citizen groups, social service agencies, other community/ civic groups and stakeholders.

ESSENTIAL ABILITIES, KNOWLEDGE AND SKILLS: Ability to plan for, organize, coordinate and operate a wide variety of programs for senior citizens. Knowledge of community resources and grant availability. Knowledge of report writing, record keeping, scheduling, grant writing and fund raising. Knowledge of and skill in Center management and facility administration. Ability to interact and relate appropriately to seniors and the general public. Must possess supervisory ability and experience. Must be sensitive to the needs of the elderly population. Able to use the computer of record keeping, report writing, information retrieval, grant writing, and budget preparation. Must have knowledge of recreation and leisure time programming.

MINIMUM QUALIFICATIONS REQUIRED: Associate's Degree with some College courses in Human Services, Recreation, Leisure services, Gerontology, Social Services or a Bachelor's Degree. Three to five years of experience in senior center/services programming or coordination of senior citizens services preferred. One to three years of experience in supervising other program staff. Experience in administering a Senior Center preferred, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform the essential functions of the position.

To apply, please submit an application and resume to the City of East Providence Human Resources Office, located at 145 Taunton Avenue Room 201, East Providence, RI 02914 **no later than Wednesday, July 17, 2019, by 4:00 p.m.** Applications are available at the East Providence Office of Human Resources or on the City website, www.eastprovidence.com.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage Inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Posted 7/3/2019