



HUTCHINSON RECREATION COMMISSION JOB DESCRIPTION: SENIOR CENTER MANAGER

Job Title:	Senior Center Manager	Supervisory:	Yes
Reports To:	Executive Director	Pay Grade:	18
FLSA Status:	Exempt	Salary Range:	\$50,000.00-\$70,000.00
Department:	Senior Recreation	Location:	Senior Center at Elmdale Park

Summary:

Responsible for assuring quality programs and services of the Senior Center at Elmdale Park, including food service, wellness programs, enrichment activities, and special events. Responsible for facility management, including maintenance/custodial operations.

Essential Functions:

- Assures a competent and well-motivated staff by hiring, training, scheduling, and leading the ongoing development of all employees and volunteers needed for efficient operation.
- Prepares annual budget and directs expenditures of funds, while maintaining accurate financial records.
- Analyzes, researches, and evaluates needs and opportunities for senior recreation programming and facilities
- Studies and complies with all applicable national, state, and local government regulations in regards to public facility management and food service.
- Interprets programs to the public and maintains cooperative planning and working relationships with public and volunteer agencies, including City parks and facilities, Hutchinson Community College, and other community agencies/facilities.
- Expected to provide reports, information and data as directed by the Executive Director in a timely and orderly fashion.
- Expected to provide organized, comprehensible information to staff and volunteers, through use of courteous, equitable and proper communication tools, allowing for maximum programming efficiency for all participants.
- Make frequent visits to ongoing programs to interact with staff, volunteers and participants, and to monitor programs in progress for use as an evaluation tool.
- Ability to work non-conventional hours and schedules.

Additional Functions:

- Represents Hutch Rec at civic and/or professional meetings.
- Prepares, writes, and manages grants for division.

To perform this job successfully, an individual must be able to satisfactorily perform each essential function listed above. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities of this job.

Qualifications:

Comprehensive knowledge of senior recreation/services philosophy and facility management. Demonstrate considerable knowledge of senior program development, facility operations and personnel management. Demonstrate efficiency in time management, computer skills, ability to work well within an organization, ability to keep consistently accurate records and respond to requests for information in a timely manner; ability to problem solve and possess good analytical skills.

Education/Experience:

Bachelor's degree from a four-year college or university in parks and recreation administration (emphasis in senior recreation) or related field and a minimum of three years related experience; or equivalent combination of education and experience.

Certificates and Licenses:

Maintain a valid Class C Kansas Driver's License. Stay abreast of current developments and trends related to profession through certification in appropriate programs and attendance at local, state, and national professional enhancement workshops and seminars.

Supervisory Responsibilities:

Manages part-time staff, including front desk attendants, cooks, custodians and programmers; and numerous volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Language Ability:

This position requires strong written and verbal communications skills in order to communicate well at all levels in the organization. Read, analyze, and interpret industry periodicals, professional journals, technical procedures, and governmental regulations. Write reports, business correspondence, and procedure manuals. Effectively present information and respond to questions from co-workers, staff, participants, and the general public.

Reasoning Ability:

Define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

Mathematical Ability:

Ability to add, subtract, multiply, and divide in all units of measure. This position needs to know the functionality of basic budget accounting.

Computer Skills:

Knowledge of word processing software, spreadsheet software, inventory software, payroll/timekeeping systems, project management software, recreation software and league scheduling software. Basic office machinery, including but not limited to computer, copy machine, and fax machine.

Machines and Equipment:

All equipment related to specific programs and activities, including industrial kitchen appliances, public computer stations, and basic medical devices.

Work Environment:

While performing the duties of this job, the employee is regularly exposed to wet or humid conditions (non-weather); outdoor weather conditions; extreme cold (non-weather) and extreme heat (non-weather). The employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to work in high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is occasionally loud. The employee is regularly exposed to clients that may require medical devices and special attention.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be physically capable of performing vigorous tasks which may include regularly lifting and/or moving up to 25 pounds and occasionally lifting and/or moving up to 50 pounds. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to handle, or feel and reach. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and talk, see and hear.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.