



City of Belton

Senior Center Coordinator

Department: **Administration**
Reports to: **City Clerk**

Revised Date: **December 2020**

GENERAL PURPOSE: Under guidance and direction of the City Clerk in accordance with the roles and responsibilities set by Mid-America Regional Council (MARC) and the Division of Aging, performs a variety of responsibilities to support the Belton Senior Center.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all team members in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- The Senior Center Coordinator oversees the designated Senior Center site to ensure program responsibilities are being met while coordinating daily operations, activities, congregant meal service and volunteer program(s).
- Oversight and preparation of all daily operations and activities related to the Division of Aging grant received from MARC and held at the Belton Senior Center including, but not limited to, activities, congregant meal service and volunteers.
- Prepares kitchen and dining room for arrival of seniors; handles food in accordance with safe practices.
- Coordinates and completes required MARC documentation, training, and activities; Schedules, prepares and completes required OATS Transit documentation.
- Recruit and maintain senior center participation, including ensuring all necessary background checks and training requirements are met and maintained in accordance with agency guidelines.
- Research, plan and implement daily, weekly and monthly senior center activities in adherence to meeting the quarterly tier requirements.
- Create and publish the monthly activity calendar.
- Place/prepare monthly menu and activity calendar for the daily congregant(s)
- Attends all mandatory MARC classes, trainings and meetings.
- Oversees the monthly Senior Center Council meetings.
- Oversight and supervision of AARP training participants.
- Receives phone calls for information pertaining to the senior center; Filing and general office duties; Maintains absolute confidentiality of work-related issues, client records and center information; Performs related duties as required or assigned.
- Supports the relationship between the City of Belton, the Belton Senior Center, and the constituent population by providing excellent customer service; maintains absolute confidentiality of work-related issues, client records and City information; and performs related duties as required or assigned.
- Ensures that job duties are completed in strict adherence with established safe work practices.
- Other duties as assigned, including occasional duties assigned at City Hall.

JOB DESCRIPTION

Senior Center Director

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED; prior experience working with seniors; knowledge of Microsoft Office applications.

Required Licenses or Certifications:

Obtain a valid Food Handlers Card within 30 days of hire; Certification in CPR and HIPPA; valid Missouri driver's license and own vehicle (mileage may be reimbursed).

Required Knowledge of:

- MARC requirements for area agencies on aging/senior centers.
- Oats Transit requirements for senior transportation.
- Basic kitchen procedures.
- Health standards of food safety and kitchen sanitation.
- Program/project management techniques and principles.
- Modern office procedures, methods and equipment including computers, computer applications such as word processing and spreadsheets, and typing.
- Social media and video conferencing.
- English usage, spelling, grammar, and punctuation.

Required Skill in:

- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Planning, directing and coordinating various senior and MARC resource functions.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Administering the assigned programs and services.
- Responding to inquiries and effective oral and written communication.
- Communicating effectively verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in a standard office environment
- Hours are generally 7:00 a.m. to 3:00 p.m. Monday-Friday, but some work may involve additional hours. Travel will be required to attend conferences or meetings and/or deliver daily meals. This travel is generally in the Kansas City Metro area.