



**Job Description:** Senior Citizens Program Director  
**Supervisor:** Town Manager  
**Job Classification:** Regular part-time (20 hours per week)  
**Last Updated:** 12/31/2012

### **Essential Duties**

1. Plan, organize and coordinate community based programming for a senior citizen population
2. Maintain effective working relationship with the Town Manager, the Bucksport Senior Citizen Club Board of Directors, the Bucksport Town Council, other key Town staff, those engaged in programming at the Center, and the general public
3. Coordinate and maintain related records and statistics of all activities and programming
4. Develop and administer the annual budget for activities and programs
5. Develop and coordinate grant writing activities to sustain, support and build programming
6. Develop and coordinate fundraising activities to sustain, support and build Senior Center activities
7. Develop, coordinate and supervise volunteers to assist with programming and activities
8. Provide administrative support for all Senior Center programming
9. Attend quarterly meetings of and provide updates on programming and activities to the Senior Center Board of Directors
10. Maintain scheduled office hours as approved by the Town Manager
11. Prepare monthly reports to be submitted to the Town Manager no later than the Monday before the second Thursday of each month (the Monday before the first Council meeting of each month)
12. Maintain and publish a schedule of all activities and other materials including brochures, calendars, letters, posters, news releases, fliers and related communications regarding senior adult programming
13. Act as an advocate for senior citizens by providing information, referrals, resources and assistance on benefits and services available to them in the community
14. Maintain effective and efficient use of budgeted funds, personnel, materials, facilities and time
15. Perform other related duties as assigned by the Town Manager

### **Qualifications**

1. Graduation from a four year college with a degree in recreation, geriatrics, social work or other closely related field, or three years of experience, or an equivalent combination of education and experience
2. The ability to develop, coordinate and direct varied activities related to a community senior center
3. The ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders and the general public
4. Strong verbal and written communication skills demonstrated in daily interactions with others
5. The ability to manage staff and volunteers
6. Strong computer skills as demonstrated by the ability to work with typical office programs including but not limited to Microsoft Office programs