



## JOB DESCRIPTION

Job Title: Senior Center Director (Bluff)	Step: 5
Department: Area Agency on Aging	Grade: 50
Effective Date: July 2020	Safety Sensitive
Revision Date: July 2022	FLSA Status: Non-Exempt
Salary: \$13.15 / HR	Full Time

### General Purpose:

Performs a variety of duties related to the Aging Program including information and referral, nutrition, assessments, reports, activities, schedules, and transportation.

### Supervision Received:

Works under the general direction of the Aging director and the local officers of the Senior Citizens Center.

### Supervision Exercised:

Provides supervision to meal providers (including contractors), janitors, home delivered meal drivers, center aides, bus drivers, and paid volunteer staff.

### Examples of Duties:

- Responsible for accurate records of services provided at the center, including transportation, meals, recreation, and other programs;
- Some meal preparation duties;
- Provides the Area Agency Office with monthly and quarterly reports as required;
- Responsible for overall activities of the Center;
- Works with the janitor and other personnel to assure the Center is clean and secure;
- Prepares monthly agendas for the Center and is responsible for providing daily activities for the Center including recreation, health, social, and nutrition;
- Works in connection with meal providers and nutrition director to assure proper

- cleanliness of meal site, meal assessments, and assurances that meals are provided according to State standards;
- Provides technical assistance to service providers for the elderly, attends staff meetings, and may assist with activities and planning in other Centers in the County;
- Schedules all transportation activities including transportation related to meals, recreation, center activities, etc.
- Collects, accounts for, and deposits contributions made by the Senior Citizens;
- Performs periodic employee evaluations;
- Performs related duties as required.

**Minimum Qualifications:**

- Must be at least 21 years of age;
- Graduation from a standard senior high school or equivalent;
- Must have a current Utah Driver License
- At least 3 years driving experience;
- Must complete an official defensive driving course;
- Some knowledge of standard office practices and procedures (computer, typing, work processing, minimum bookkeeping, adding machine, etc.);
- Ability to work independently, develop effective working relationships with the public and elderly, organize activities including travel, arts and crafts, etc.;
- Some nutrition or food preparation experience preferred;
- Minimum 2 years' experience working with elderly or Senior Citizens programs;
- Health-related background preferred.

San Juan County is an equal opportunity employer and encourage women, minorities and the disabled to apply.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above Job Description.

Date: \_\_\_\_\_