



SAN JUAN COUNTY JOB DESCRIPTION

Job Title: Senior Center Director	
Department: Aging	
Effective Date: August 2023	FLSA Exempt
Revision Date: November 2023	Salary: \$44,569-\$55,711

General Purpose:

Performs a variety of duties related to the Aging Program including information and referral, nutrition, assessments, reports, activities, schedules, cooking 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, centers 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.
- Provides the Area Agency Office with monthly and quarterly reports as required
- Meal preparation duties
- Responsible for overall activities of the Center
- Works with 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 center staff 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
- Assist elderly with knowing and understanding eligibility, benefits, and claims with different health insurance programs including but not limited to Medicare, Medicaid, Long Term Care, and other types of insurance programs.
- Periodically provide educational lectures on health insurance information to Seniors within the Agency
- Stay educated on all changes in program policies and regulations and inform clients of those changes as needed

Minimum Qualifications:

- Must be at least 21 years of age
- Graduation from standard Senior High School or equivalent
- Must possess current, valid Utah Driver's license or CDI with at least 3 years of driving experience
- Must have or be able to obtain a Food Handlers permit
- Some knowledge of standard office practices and procedures (computer, typing, word 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

Working Conditions:

Considerable standing, sitting, bending and crouching. Must be able to lift 20-30 pounds. Working in unusual weather conditions and some unconventional working hours. Subjected to dust, dirt, asphalt, grease, oils, dampness, fumes, heat, pollens and organic materials. There will also be some travel to meetings a few times throughout the year.

Working Hours:

This is a full time position with benefits 40 hours per week.

San Juan County is an equal opportunity employer and encourages 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.