

**TOWN OF SOMERS**  
**Position Description**

<b>Position Title:</b> Senior Center Supervisor	<b>Supervises:</b> Senior Center Coordinator, Administrative Assistant & Drivers
<b>Department:</b> Recreation & Leisure Services	<b>FSLA Status:</b> Exempt
<b>Supervisor:</b> Director of Recreation & Leisure Services	<b>Bargaining Unit:</b> None

**Definition:**

Under the direction of the Director of Recreation and Leisure Services, the Senior Center Supervisor develops, coordinates and implements diversified leisure and recreational programming for an aging population.

**Class Characteristics:**

Responsible for administering the day-to-day operation and execution of a variety of activities and services administered by Somers Recreation & Leisure Services designed to promote health, wellness, and fitness amongst the senior community. Will be required at times to work split shifts, weekends, evenings, and/or holidays.

**Examples of Key Duties:**

- Monitors, implements, and executes Senior Center programs, activities and events. Ensures activities are designed and run efficiently and effectively. Responds to program questions and complaints.
- Coordinates communications outreach initiatives including strategic use of social media and development of printed materials including flyers, newsletters, and others.
- Stewards and supports department's strategic initiatives and plans. Develops administrative structures and framework.
- Supervises and trains support staff including Senior Center Coordinator, Administrative Assistant, Dial-a-Ride Bus Drivers and others as required.
- Demonstrates high level of expertise in operating required management software.
- Assists with financial tracking and management of departmental budget.
- Oversees general maintenance of use of Somers Senior Center, coordinates facility schedules and oversees daily Dial-a-Ride schedules.
- Supervises Dial-a-Ride driver schedules.
- Provides input and assistance into the development of budgets, design and distribution of promotional materials, and creation of materials to be used in departmental communications.
- Prepares a variety of reports and other documents such as operating, activity, and statistical reports, promotional materials, and financial summaries.
- Maintains contact with civic groups, schools, volunteers and other community groups and provides necessary coordination of services.
- Attends staff and other civic meetings as required.
- Provides outstanding customer services and effective communication to the community and all participants using facilities and participating in programs.
- Manages multiple tasks and tracks multiple timelines. Ability to respond effectively to changing priorities and urgencies and maintain a sense of controls.
- Excellent computer skills in using current Microsoft Office Products: Word and Excel, with proficiency in MS PowerPoint and MS Publisher. Knowledge of MySeniorCenter a plus.
- Performs duties of a similar nature or level.

## *Qualification Requirements*

### **Education and Experience:**

- Must have a minimum of an associate's degree with 3+ years of professional experience within the field of recreation management.

### **Licenses:**

Must possess a valid State of Connecticut driver's license and a satisfactory driving record.

### **Physical Requirements and Working Conditions:**

- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites, and have the ability to work off-hour shifts or events as required; strength to lift and carry materials weighing up to 40 pounds; ability to work outdoors in a variety of weather and temperature conditions; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

### **Knowledge of:**

- Senior and leisure services and program operation and best practices
- Office equipment related to essential job functions including copiers, fax machines, scanners, digital cameras, etc.
- Computer applications related to work
- Municipal budgeting theories and principles
- Ability to interact calmly and tactfully with the public and Town staff
- Techniques for effectively representing the Town of Somers in contacts with users and the community.
- Social media technologies and general community communication strategies

### **Skill in: (at entry)**

- Developing interpersonal relationships with a variety of users and sponsors.
- Effective communication and customer service practices for patrons and staff.
- Planning, organizing and coordinating programs and activities.
- Communication to interact effectively with co-workers, managers, season staff, and the general public sufficiently to convey information and to receive work direction.