

Job Title: Program Manager

Work Schedule: Hours/Week: 10 expandable to 15

Start Time: 7:30 a.m. **End Time:** 12:30 p.m.

Work Days: Monday, Thursday, expandable to Wednesday

Job Summary:

Supervises the daily operations of Terre Hill Area Senior Connections (THASC) including programming, preparing required reports and paperwork, managing the wellbeing of seniors while at the center.

Reporting Relationships:

This employee reports to the governing board of Terre Hill Area Senior Connections (currently the St. Paul's United Methodist Church Council) and serves as an employee of said board. Work performance is evaluated based on overall performance of employee, THASC, and participant satisfaction. Evaluations are performed annually.

Essential Job Functions:

- Ensures the safety, supervision, and wellbeing of THASC participants on a daily basis.
- Plans, organizes, supervises and conducts a variety of activities (educational and recreational) independently.
- Provides outreach and marketing for potential participants; conducts an "intake assessment" to determine appropriateness for senior connections participation; orients new participants to THASC program.
- Maintains necessary records and provides accurate reporting—including monthly paper forms, banking receipts and other paperwork as required.
- Maintains communication with the church where THASC is housed and coordinates scheduling if necessary.
- Plans and carries out fundraising activities in order to self-fund any paid programming.
- Works independently and uses good judgement to made decisions.

Other Specific Tasks or Duties:

- Establishes a pleasant atmosphere and routine that facilitates a smooth daily operation.

- Stimulates cooperation of group participants and strives to maintain group cohesiveness, interaction, and involvement.
- Seeks and coordinates community volunteers
- Participates in team meetings and trainings as needed.
- Handles routine problems and refers participants to appropriate staff or community agencies.
- Provides own transportation to do weekly THASC banking and supply procurement.
- Develops an awareness of the community which THASC serves.
- Continually evaluates the senior connection facility and related equipment to assure a safe and accident free environment.
- Receives certification in CPR/First aid in accordance with agency requirements
- Performs other duties as assigned.

Minimum Qualifications:

One year of experience as a Senior Center Manager; or four years of experience in a paid or voluntary capacity in a community or non-profit organization providing recreation or social services; or an equivalent combination of experience and training. May substitute related education for required experience.

Preferred Skills and Abilities:

Flexibility, good communication, good organizational skills, creativity in program planning, attention to detail, computer knowledge and operational skill, team player, and knowledge of older adult needs, limitations, and expectations. Ability to supervise large groups of older adults.

Required Licenses/Certifications:

Pre-employment FBI and PA State Police criminal background checks.

Pre-employment drug testing.

PA state driver's license.

Safe Sanctuary Elder Care Training given by The United Methodist Church

Physical Requirements/Work Environment:

This position is not sedentary. Bending, lifting, walking, sitting, and standing are required to perform the duties of this position. The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has been identified as having the potential for occupational exposure to Hepatitis B.