



Job Description: The Director of Senior Services

Department Relationship: The Director serves as the department head of senior services and reports to the Scituate Town Council.

The Director should possess a combination of supervisory, managerial, administrative, and direct service skills and a commitment to working with older adults to improve their quality of life.

Department Summary: This fulltime, 35 per hour week position is responsible for the planning, organization, and administration of senior services in accordance with the members' needs, government regulations, and the policies and procedures adopted and overseen by the Town of Scituate.

Must be knowledgeable about trends and research related to aging, including mental/brain health issues, and be sensitive to the needs and interests of older adults in real time.

Department Duties & Responsibilities include but are not limited to:

- Manage all facets of the department including responsibility for the proper functioning and upkeep of the physical building, food service management (meal site), department programming, budget preparation and fiscal oversight of the Center.
- Fiscal oversight of the department, including budget, payroll, monitor all receipts and accounts payable, ensure proper recording of deposits, ensure contract compliance, identify funding opportunities, and apply for grants.
- Maintain service records and submit reports/data to government, regulatory agencies, and other funding entities accurately and on time.
- Incorporate outcome measures into all services and activities. Monthly reporting to the Town Council
- Assess the needs of the population served and provide appropriate services on an ongoing basis, implement creative and innovative programs
- Recruit, hire, and supervise department staff, write performance evaluations, and provide training opportunities to promote professional growth.
- Build and sustain an active network of volunteers and partnering agencies.

- Keep current all policy manuals to include Department/Member/Volunteer policies, Emergency Plan, Internal Financial
- Initiate and oversee outreach to neighborhood and community institutions for the purpose of collaboration and maximizing the agency's potential for improving the quality of life for older adults.
- Advocate for senior issues and benefits and represent the agency at various community meetings and activities at the local, state, and national level.

Qualifications:

- Education: Bachelor's degree in Human Services preferred or related field or any combination of experience and training which provides the required knowledge, skills, and abilities to perform the job responsibilities
- Experience: Must have experience working with the elderly and the ability to work effectively with the aging population; must have strong interpersonal, communication and administrative skills.
- Salary: Based on education and experience
Classified Exempt