

Blaine Senior Center
Job Description
Director

Senior Center Director 2021

The Senior Center Director is responsible to the Board of Director for the daily operation of the Center, as described below.

Salary:

Annual salary

\$61,874

Performance Evaluation:

During the first year of employment, there will be performance evaluations at three-months and six months and the anniversary of hiring. Thereafter there will be performance evaluations annually or at the discretion of the Board of Directors.

The Blaine Senior Center and the center Director shall be responsible for carrying out the following:

a) Daily On-Site Operations:

- Implement opening and closing procedures.
- Coordinate to ensure that proper space is provided for senior activities, including scheduling and program facilitation.
- Assist with custodial duties when City staff is not available.
- Handle program set-up and take-down for daily programs and special events.
- Monitor the condition of the building for necessary repairs or unsafe conditions and report this information to the City of Blaine.

b) Providing a Variety of Healthy Lifestyle Programs and Activities of Interest to Senior Adults:

1. Develop and implement programs, activities and fundraising events for both members and non-members.
2. Coordinate with Whatcom County Council of Aging nutrition program and daily meal program.

3. Provide information to promote the facility by distributing a monthly schedule of programs and activities provided at the facility.
4. Provide participants with the opportunity to have input on desired programming and feedback at the facility.

c) Develop Policies and Monitor Procedures:

1. Coordinate with the City and School District to implement inclement weather procedures to deal with unsafe conditions on the center grounds and close the facility when necessary in conjunction with staff and City of Blaine.
2. Implement fire department evacuation plans to follow in case of emergency. Conduct evacuation drills as recommended by the fire department in conjunction with staff. Conduct inspections of fire extinguishing equipment as recommended by the fire department.
3. Develop and implement a Code of Conduct to facilitate a safe and enjoyable participant experience and resolve behavior issues.
4. Develop and implement procedures to deal with accidents and medical emergencies. Director is required to have current First Aid/CPR training and ensure staff are familiar with use of the Automated External Defibrillator (AED) installed in the Center. Report all accidents and incidents to L&I and the City of Blaine.

d) Employee and Volunteer Opportunities to Support Senior Center Operations:

1. Establish a robust volunteer program that actively involves participants in the operation of the Center
2. Develop employee and volunteer job descriptions in conjunction with Center staff.
3. Conduct criminal background checks on prospective employees and, at Blaine Senior Center's discretion, volunteers using the State of Washington WATCH Program. E-Verify may also be required.
4. Provide payroll for employees, follow required tax and L&I reporting and maintain proper records in accordance with State and Federal requirements.

e) Progress Reports to City of Blaine:

1. Submit monthly attendance and volunteer reports (eg. Senior Center Board reports)

2. Submit monthly schedule of programs and activities developed by the Senior Center and staff. (eg. Newsletter)
3. Meet with the City of Blaine on a quarterly basis to evaluate the program.

f) Other Considerations:

1. Keep the Board fully informed on the condition of the organization and all important influencing factors.
2. Provide leadership, effective public relations, advocacy and information to increase the visibility of the organization. Provide leadership in developing programs, organizational and financial plans along with the Board and staff, and carry out plans and policies authorized by the Board. Encourage the closest possible working relationship with the City of Blaine and other agencies that may partner with BSC.
3. Maintain official records and documents and ensure compliance with Federal, State and local regulations.
4. Maintain a working knowledge of significant developments and trends in the field. (i.e. attending relevant conference for senior center directors)
5. Assure the organization has a long-range strategy to achieve its mission and remain financially sound by providing necessary research and information as requested by the Board of Directors.

g) Board Reporting and Assistance

1. Assists the Board of Directors and the nominating committee in the recruitment, training and motivation of members of the Board
2. Assists in the planning and implementation of meetings of the Board and committees.
3. With the Board, is responsible for assuring that BSC adheres to the approved bylaws and the laws governing non-profit boards and organizations in the state of Washington.

h) BSC Operations and Organizational Development

Develops an organizational structure and oversees implementation of a budget and plan for managing the day-to-day activities of the BSC including but not limited to:

1. Reviews the organizational structure, policies and procedures on an annual basis and adjusts as necessary with the growth of the organization
2. Establishes policies and procedures under the guidance of the Board.
3. Implements systems and programs for staff development and training.
4. Responsible for planning, organization and direction of the organization's operations and programs under the guidance of the Board.
5. Oversees and reports on the organization's results for the Board.
6. Provides leadership to and manages the efforts of site staff to ensure appropriate support of all areas.
7. Retains a diverse, highly qualified staff and volunteers by providing career coaching, growth and personal development for workers.
8. Ensures that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.

i) Financial Management and Legal

With appropriate members of the staff, Board and committees –

1. Implements internal financial controls (including cash receipt and disbursement policies) and ensures staff compliance.
2. Develops yearly operating budgets to be approved by the Board.
3. Monitors direct report staff's actual performance against their departmental budget.
4. Assesses risk management issues to ensure adequate coverage for all areas of exposure. (i.e. D&O, general liability)'
5. Oversees and manages budget cycle.
6. Develops an annual operations plan for approval by Board and then communicates the plan to staff.
7. Establishes a system to monitor, review and annually report BSC performance to the Board.

Director's Qualifications / Skills / Appearance

- Demonstrates leadership and management skills.
- Has the ability to multitask.
- Takes initiative.
- Has a desire to work with senior adults.
- Works independently.
- Has creative problem solving skills for dealing with complex operational and people problems.
- Demonstrates enthusiasm, is dynamic, flexible, organized and collaborative.
- Represents the Center's standards by dressing professionally in business casual attire. Ensures the staff maintain the same standards.

Director's Education, Experience and Licensing Requirements

- Bachelor's Degree in Finance, Accounting, Human Services or Management preferred
- 5 or more years of non-profit management or supervisory experience preferred
- minimum 3 years of experience in developing budgets
- working knowledge of labor law, nonprofit fiscal responsibility, worker's compensation, liability and property insurance
- proficient with computer and adept at learning and teaching staff new programs
- Must be able to speak, read and write in the English language with the ability to create documents including letters, media articles and grants. These must inform, teach and/or influence the reader.
- Must be a good public speaker.
- Must have a good driving record.
- Must be available after regular working hours and work weekends and holidays as necessary.