

Job description for the Kemmerer Senior Center Director

Responsibilities: The Director is responsible for the operation, planning, organizing, directing, staff hiring and firing, and budgeting the various aspects of the Senior Center operations.

Director will:

- Ensure organizational compliance with federal, state, county, and city regulatory provisions.
- Implement policies and directives received from the Board of Directors.
- Maintain documentation for the Mill Levy and attend all Mill Levy Board meeting.
- Work with accountant to schedule and complete audits, payroll, tax preparation and filing correct forms, state returns, and payroll returns and ensure documentation of payroll.
- Work with Bookkeeper
 - Present Monthly financial report, provide Bank statements, Credit card statements, receipts, invoices, and supporting documentation in a timely manner.
 - Maintain and provide access to the Bookkeeper all grant agreements, award letters, and funding requirements.
 - Notify Bookkeeper promptly of any new grants, funding changes, organizational changes, or significant financial transactions.
 - Provide Bookkeeper timely approval of financial reports prior to submission to funders or the board and Work with bookkeeper to develop and update Centers financial budget.
 - Retain on site all original source documents in accordance with applicable record retention requirements and Insure accuracy of figures to the greatest extent possible.

Prepare and present monthly accurate financial reports from the Bookkeeper to the Board of Directors.

Respond to all communications in a timely manner.

Develop and utilize effective calendaring process for all the organizations events.

Build and maintain relationships with local organizations.

Schedule and advertise Board meetings and notify all involved. Prepare with the Board President the agenda and Board packets for Monthly Board meeting.

Prepare updates to the Board of any policies that need reviewed or updated.

Through various media outlets, improve community awareness of the benefits and services offered to senior citizens by the organization.

Supervise daily operations to ensure maximum utilization of staff hours and food commodities.

Provide orientation training, probationary and annual reviews for all staff.

Conduct staff training both in-house and with other trainers or organizations. (LGLP)

Works with all staff members to create and maintain a welcoming and friendly atmosphere for the senior center and be compassionate and respectful with staff and older adults.

Qualifications

- High School Diploma or equivalent degree required
- Proficient in Microsoft Office products (Excel or Quickbooks a plus)
- Strong interpersonal and communication skills
- Writing skills, organizational skills, and ability to delegate
- Creativity and flexibility in program planning
- Ability to work collaboratively in a team-oriented environment