



Swarthmore Senior Citizens Association

JOB DESCRIPTION

January 19, 2018

JOB TITLE: Administrator

REPORTS TO: SSCA Board of Directors; Board President is the primary contact

PURPOSE: Assist the Board in carrying out the mission of the Swarthmore Senior Citizens Association (SSCA), improving the functioning of the organization and supporting leadership so that seniors and others in the community are well-served.

DUTIES AND RESPONSIBILITIES:

1. Administrative and clerical duties supporting on-going programs of the SSCA:
 - a. Assist with Gathering Place coordination and programs, including coordination with venue, speakers, and food vendor; assist in scheduling and supporting speakers.
 - b. Assist with Dew Drop Inn coordination and upkeep, including scheduling of groups and game days; organizing periodic art exhibits, supervision of cleaning service and weekly tidying.
2. Administrative and clerical duties supporting the SSCA overall goals:
 - a. Administration of membership roll and collection of contributions.
 - b. Administration of recordkeeping for the organization, including keeping files and resource data up to date, and keeping mailing lists up to date.
 - c. Administration of bookkeeping for the organization, including receiving and recording income, preparing checks for officer signature, preparing and sending receipts to donors for tax purposes, and preparing reports on finances.
 - d. Coordination and implementation of communications for the organization, including updating the website, sending twice-monthly e-newsletters, and mailing bi-monthly printed newsletters (5 per year).
3. Administrative and clerical duties supporting Aging-in-Place projects:
 - a. Assist with TimeBank administration, including upkeep of TimeBank online data and reporting of the data; publicity; event planning for promotional events.
 - b. Assist with Senior Wellness Fair administration, including coordination with venue, speakers, exhibitors, and attendees; publicity; on-site assistance to volunteer organizers.
 - c. Assist volunteer organizers with implementation of other Aging-in-Place projects.
4. Coordination duties supporting the SSCA overall goals:
 - a. Coordinate with staff and leaders of other organizations in the Borough about programs and services for seniors; speak publicly about SSCA and the issues of seniors when SSCA leadership cannot attend or speak.
 - b. Attend SSCA Board meetings (monthly) to report on activities and to participate in the discussion on future activities.
 - c. With SSCA leaders, attend government and inter-agency meetings where senior issues will be discussed.

QUALIFICATIONS:

1. Understanding of, and commitment to, the mission of SSCA. Able to articulate the mission and services of SSCA and have the ability to represent the organization in a highly professional manner.
2. Experience in non-profit setting, as a volunteer or staff.
3. Knowledge of the community and its assets, and experience in the social service/aging field are desirable.
4. Strong written, verbal, and interpersonal skills.
5. Creativity in developing and implementing programs.
6. Computer skills sufficient for maintaining and expanding the website, composing and sending e-newsletters, utilizing social media (Nextdoor, Facebook, Twitter, Instagram), and composing and publishing the printed newsletter. Willingness to learn the software that supports the TimeBank.
7. Self-directed, flexible, a team player and a strategic thinker.
8. Bachelor's degree desirable; at least 2 years education beyond high school is required.

WORKING CONDITIONS:

1. This work will be accomplished on a contract basis. It is estimated that meeting the responsibilities will require an average of 10 hours per week.
2. Most work will be from home or other remote location. It is desirable that some hours per week occur at an SSCA location, at either the Dew Drop Inn at 7A South Chester Road, or at the Swarthmore United Methodist Church, 129 Park Avenue.
3. Work requires a computer and an Internet connection, both to be provided by the Contractor, except that an Internet connection will be provided by SSCA while Contractor is at an SSCA location.
4. Work materials and travel (other than commuting) will be reimbursed by SSCA.



Swarthmore Senior Citizens Association

Post Office Box 306, Swarthmore, PA 19081