



## East Pennsboro Township 2019 JOB VACANCY NOTICE

**Job Title:** Schaner Adult Center Director  
**Department:** Administration  
**Reports to:** Township Manager  
**Shifts:** \*M-F, 7am- 3pm

**Classification:** Full Time  
**Division:** Adult/Senior Center  
**Hourly Wage:** \$35,000-\$45,000 Based on qualifications

\*Can vary depending on the needs or schedule of the Adult Center

The Adult Center Director is responsible for managing both actively and administratively a broad and diversified program of senior adult activities, services, special events and facilities to meet the needs and interest of the growing community. The Director is expected to provide leadership and training to both staff and volunteers, to actively participate in program planning and development and to supervise the day to day center operations and activities. The position requires application of a specialized body of knowledge obtained from pre-employment education and training.

### **Programs, Activities, Events & the Community**

1. Organize and administer a series of regularly scheduled, ongoing activities and programs utilizing the Township buildings and other recreation facilities.
2. Prepare and execute programs and activities that enhance public perception of the Adult Center.
3. Plan, implement, evaluate, and supervise all aspects of the Adult Center programs and activities. This includes taking registrations, renewals, payments and communications about programs and trips.
4. Prepare a quarterly newsletter announcing programs offered and events that is distributed and made available to the community.
5. Continuously evaluate programs and activities through surveys, focus groups, phone calls, and observation.
6. Prepare and analyze statistics of all Adult Center programs as well as proper record keeping of all fees for travel and classes.
7. Tracking expenditures and maintaining inventory of equipment and supplies, ordering equipment and arranging for resources and prompt reporting when equipment repairs are needed.
8. Invite, involve, and coordinate community business partnerships into various programs and events after obtaining guidance from the Cumberland County Department of Aging.

### **Public Relations & the Community**

1. Maintain positive public relations and open communication with stakeholders, federal, state and municipal agencies and advisory boards.
2. Act as secretary for the Advisory Board. Participate in monthly managers meetings and monthly budget meetings.
3. Develop news releases, social media, advertisements and other marketing tools to promote recreational activities and events at the Adult Center.
4. Offer courteous, knowledgeable, and efficient services to persons contacting the office by telephone, E-Mail or in person. Promptly and professionally respond to all inquiries when necessary.
6. Attend various township meetings to communicate concerns, recommendations, and programs.



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7. Coordinate information for community news and adult center updates from administration office for the quarterly newsletter.
8. Represents the organization in a positive, professional manner at all programs and meetings.

### **Administrative Responsibilities**

1. Supervise and manage all volunteer staff (full or part time) and stakeholders at the adult center at all times.
2. Seek & write grants needed primarily for the adult center department and on occasion for other departments as well if partnered with.
3. Organize, bill and collect payments and donations for trips, dues and programs.
4. Supervise the collection of revenues and expenditures, and accounts payable for the Adult Center Department.
5. Proficient in communicating effectively in oral and written form.
6. Must have strong computer knowledge and skills for Excel, Microsoft Word, Microsoft Office and Outlook, Microsoft Publisher.
7. Partner with the Finance department for all financial transactions, deposits and money transactions.
8. Develop a yearly or annual budget for submission, the Township Manager, and the Board of Commissioners for operations of the Adult center.
9. Ability to record information on standardized forms, such as names and addresses of stakeholders, the number of stakeholders in attendance, the receipt and expenditures of funds and related data, either manually or through use of appropriate computer software.
10. Order and purchase food service and other supplies, as well as maintain an accurate log of all purchases.

### **Professional Development & Leadership**

1. Provide leadership to all stakeholders and volunteer staff based on current trends, evaluations and research.
2. Participate in professional development opportunities to maintain certifications.
3. Stay informed on current regulations on the state, federal and local level.
4. Implement and support township and professional goals and initiatives.



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### Minimum requirements

- Minimum of 3 months of experience as an Adult/Senior Center Operator  
Or
- Six months of experience in providing direct services in a human services, education or a community based setting to the aging population or to individuals from various cultures and socio-economic backgrounds; or to individuals who have physical, intellectual or emotional disabilities  
Or
- Any equivalent combination of experience and training.
- Servsafe Certification must be obtained and maintained
- Valid Driver's License and Motor Vehicle Report
- CPR/First Aid/AED certification must be maintained
- Excellent communication skills are necessary. The ability to directly and indirectly supervise employees and/or independent contractors and visitors. Must be willing to work a varied schedule that includes earlier mornings and occasional weekend's activities.

### Abilities required

Position requires sitting, standing, walking or moving throughout the community and adult center, often for extended periods of the workday. Occasionally may lift objects up to 40 pounds in an upward movement or from position to position at the same level. Performs a variety of duties, able to make judgments and work under high level of stress. Maybe subject to inside and outside environmental conditions, which are relevant to the various community events and facilities? Driving is required for this position.

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Please submit completed applications to:  
East Pennsboro Township  
Desiree Bivens, Benefits and Payroll Specialist  
DBivens@eastpennsboro.net  
98 South Enola Drive  
Enola, PA 17025

For a paper application or for assistance filling out an application, please visit the Township Building room 103.