

B/S/S/T AREA AGENCY ON AGING, INC
MISSION STATEMENT

Positively impacting the lives of adults, veterans, and disabled across Bradford, Sullivan, Susquehanna and Tioga Counties by advocating and providing a network of resources that result in independence, choice and dignity.

JOB DESCRIPTION

Position: Active Living Center Manager
Classification: Senior Center Manager 1
Pay Scale: 29
Supervisor: Active Living Center Director
Hours:

Job Summary:

Coordinates, plans and directs recreational, instructional or educational activities for a senior center. Coordinates and directs the serving of congregate and home-delivered meals. Attends to the interests and needs of consumers participating at the Active Living Center. Supervises volunteers and performs related activities to ensure the distribution of home-delivered meals.

Responsibilities:

1. Operates and maintains an attractive Active Living center.
2. Checks the daily delivery of food from vendor to verify that meals are delivered on schedule, in the amounts ordered, special dietary requests are honored and that the quality of meals is acceptable.
3. Takes and records daily temperature of meals to ensure temperature meets applicable federal and state standards.
4. Responsible for the coordination and supervision of home-delivered meal delivery.
5. Responsible for daily ordering of congregate and home-delivered meals.
6. Completes home-delivered meal and congregate meal consumer satisfaction surveys.

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Job Description
Senior Center Manager

7. Responsible for scheduling and organizing recreational/educational activities, coordinating and scheduling health programs through the Health and Wellness Coordinator, consulting, seeking, and searching for programs and entertainment, and scheduling programs in advance and noting them on program calendar. Employee works with his/her immediate supervisor in coordinating advertising of educational and recreational activities.
8. Resolves complaints, interpersonal conflicts, and personal conflicts of consumers through interaction and attentive to consumer's needs.
9. Collects and deposits donations as per AAA Policies and Procedures.
10. Serves as a liaison with the Active Living Site Council to address identified needs and interests of consumers.
11. Records, maintains data and completes daily/monthly reports required by AAA and the PA Department of Aging.
12. Recruits, trains and supervises volunteers in coordination with the Volunteer Coordinator.
13. Complies with applicable federal, state, and local laws, regulations, directives, as well as AAA policies and procedures.
14. Coordinates transportation services for Active Living Center participants through local county transportation provider.
15. Refers consumers to aging services or other appropriate human service agencies to obtain benefits and services.
16. Evaluates the success of the Active Living Center in accomplishing program goals through personal observation and informal discussions with consumers.
17. Attends all staff meetings.
18. May be required to help cover other Active Living Centers and must be willing to travel.
19. Performs other tasks as assigned.

Special Necessary Requirements:

- Must be CPR and First Aid certified (training will be provided by the AAA)
- Must be ServSafe Food Handler certified (training will be provided by the AAA).
- Possession of a valid driver's license.
- Availability of a vehicle for work related travel.
- Must be able to lift 25 pounds.

Minimum Experience and Training:

Three months of experience in providing direct services in a human service, 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.

Revised
6/6/18
7/8/19