

Andover Senior Center

Director Guidelines & Responsibilities

Job summary

The Andover Senior Center, is seeking a qualified professional to fill the position of the Andover Senior Center Director. The Andover Senior Center is located in Andover, KS (pop. 11,791). The Center has a membership of over 300 and is growing. This position ensures that the programs, activities and services meet the needs of its membership. The Director follows the Center's By-laws and reports to the Board of Directors. Position closes June 12th.

Essential Job Functions (not intended to be all-inclusive)

Lead the Andover Senior Center in a manner that supports the mission as defined by the Board and the By-Laws.

Communicate effectively and in a timely manner all information needed for the Board to function properly and make informed decisions.

Work with the Treasurer on preparing and following the budget.

Responsible in assisting with fundraiser events that support the Center.

Keeping the Andover Senior Center active and visible throughout the Andover community by working with city, county, civic, private and professional organizations.

Oversee all operations of the center.

Responsible for hiring and evaluation of qualified staff (janitor & kitchen).

Responsible for follow through on all agreements made on behalf of the center.

Essential Job Functions: (not intended to be all-inclusive)

Open and close Andover Senior Center Monday-Friday.

Answer emails, return calls, manage complaints, requests, and give center/facility tours to visitors.

Prepare and tally Daily Attendance/Activity Sign-in Sheets.

Prepare and distribute monthly newsletter via email, Facebook and hard copy.

Create and distribute all event and fundraising fliers.

Create a monthly menu for approximately 30 daily meals, as well as a weekly grocery list to accommodate the menu and display daily lunch menu.

Maintain calendar/schedule for kitchen volunteers.

Assist in the kitchen preparing meals, serving meals and cleanup if needed.
(Meals prepared by 1 paid kitchen staff member and volunteers)

Maintain inventory of all office supplies, kitchen supplies, food and janitorial supplies.

Assist with distribution of commodities monthly (approximately 15 boxes of food)

Open all mail and distribute.

Notify members of membership renewal and document their renewal.

Track all monetary donations and memorials.

Schedule and organize speakers for the center and any other activities in order to meet requirements designated by Butler County.

Create and submit Quarterly Reports for Butler County Dept. on Aging.

Create and submit Annual request of funds for Butler County and City of Andover.

Attend at least 8 of the Butler County Council on Aging meetings to meet our requirements.

Go before the City of Andover once a year to report on what the Andover Senior Center has done with past funds and goals for future funds.

Qualifications

Knowledge of:

Office procedures, methods and equipment (copy machine, computer, etc).

Microsoft Office, specifically Word, Excel, PowerPoint and Publisher.

Ability to:

Greet the public with courtesy.

Work collaboratively with others.

Communicate clearly and concisely, both orally and in writing.

Organize events and delegate tasks.

Experience:

Two or more year's office work experience.

Employment Expectations and benefits:

Work hours: Monday-Thursday, 9 AM – 5 PM; Friday, 9 AM – 4 PM

Sick/Personal Days: 5 per year

Vacation: 5 days per year

Salary: \$23,000 to \$25,000 annually

This position does not offer overtime, medical insurance or 401K.

All time off must be approved by Board President and/or Vice President.

Any discussion of Center business outside of the Board meetings is unacceptable.

*Resumes are to be submitted to the Senior Center, 410 N Lioba, Andover, KS.