

## POSITION DESCRIPTION

### IDENTIFYING INFORMATION

Last Name	First Name	MI

Job Title	Job Code	Working Title
Senior Center Manager 1	LO811/02108101	Senior Center Manager 1

Department	Organization	Organization Code
Senior Centers	Monroe County Area Agency on Aging	45

Supervisor's Last Name	Supervisor's First Name	Job Title
Dunkelberger	Denise	Community Services Supervisor

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)						
9AM	2PM	15	Sun	Mon	Tues	Wed	Thur	Fri	Sat
				X		X		X	

**POSITION PURPOSE:** Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.* Senior Center Manager will identify the needs and interests of attendees, and plan and coordinate recreation, nutritional and educational programs to meet those needs. An employee in this job is responsible in a neighborhood senior center, for scheduling and coordinating activities, seeking out informational speakers on topics of interest to older adults, conducting craft projects and other creative activities that seek to enhance their quality of life, social interaction and community engagement.

Senior Center Manager will be trained and receive certification in assisting PA Health & Wellness coordinators in evidence-based activities.

Senior Center Manager will check food deliveries, train volunteers in food handling, collect donations, and evaluate the success of center services in accomplishing program goals.

**DESCRIPTION OF DUTIES:** Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

1. Enforce health and safety laws.
2. Adhere to ServSafe principals for food handling and kitchen sanitation.
3. Complete required data entry and/or provide reports as needed (statistics, intake forms, nutrition screens, inventory etc)
4. Supervise collection and deposit of donations from program consumers. Deposits made daily. Complete statistical form with two signatures for money collected from program consumers

5. Coordinate with the Senior Center Manager II monthly schedule and monthly recreational, educational and other programs.
6. Coordinate volunteer service for meal serving and cleaning up after meal (including training sessions)
7. Resolve complaints, interpersonal conflicts of program clients.
8. Represent agency at conference and trainings as assigned
9. Coordinate daily with shared –ride consumers
10. Perform other similar or associated assignments as directed.

**DECISION MAKING:** Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, I research the status of an activity and prepare a formal response for my supervisor's signature.*

1. Food that is not temperature appropriate will be refused and returned to caterer. Supervisor will be notified immediately so alternative meal arrangements can be made
2. Any accident or injury to staff or consumers will be reported to supervisor after appropriate emergency assistance is rendered.
3. Supervisor will be notified of interpersonal conflicts that Senior Center Manager is not able to resolve.
4. Supervisor is to notified immediately of environmental issues at the center sites that compromise the safety of the staff and or consumers at the senior center

**REQUIREMENTS PROFILE:** Identify any requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the positions. Position-specific requirements should be consistent with a Necessary Special Requirement or other criteria identified in the classification specification covering this position. Example: *Professional Engineer License*

1. ServSafe Certification
2. PA Health & Wellness training/certification

**ESSENTIAL FUNCTIONS:** Provide a list of essential functions for this position. Example: *Lifts boxes weighing up to 60 pounds.*

1. Lift 25 pounds occasionally, frequently lift/ carry up to 15 pounds
2. Greet Visitors
3. Provide information to individuals
4. Positive, clear communication skills
5. Interpret and apply policies
6. Operate standard kitchen machines (coffee machine, steam table, refrigerator, freezer, warmer etc.)
7. Perform basic arithmetic
8. Organize statistical paperwork
9. Problem solving
10. Standing

### CERTIFICATION

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

Employee's  
Signature \_\_\_\_\_ Class  
Title \_\_\_\_\_ Date \_\_\_\_\_

Immediate  
Supervisor's  
Signature \_\_\_\_\_ Class  
Title \_\_\_\_\_ Date \_\_\_\_\_

*Mary Claire Megargle*  
*Administrator*  
*2/3/2026*