



Senior Center Manager

Libertyville Civic Center Foundation

Contact Name: Anne Carlino

Contact E-mail: libciviccen@gmail.com

Contact Phone: 847-918-8880

Closing Date:

Salary: \$52,000-\$55,000 per year

Description:

Libertyville Civic Center Foundation

Job Description

Position Title: Senior Center Manager

Reports to: Executive Director

Job Summary:

The Senior Center Manager is responsible for creating a welcoming, fun and safe environment for socialization; offering relevant services, coordinating dynamic comprehensive programs, organizing special events and trips; serving adults fifty-five years and older. The Senior Center Manager is responsible for assisting all guests in a knowledgeable and professional manner. The Senior Center Manager will represent the Libertyville Civic Center and Senior Center within the community; reaching out to develop partnerships beneficial to retirees within the local community.

Duties Performed:

Senior Center Manager duties include, but are not limited to the following:

- 1) Assist the Executive Director in providing a warm, safe and welcoming environment for Senior Citizens to gather and socialize.
- 2) Set up and oversee daily program activities and special events. Ability to perform limited physical duties as assigned.
- 3) Respond to service requests in a positive and professional manner.
- 4) Solicit, select, train and oversee volunteers.
- 5) Meet food service management requirements, including obtaining any licenses required.
- 6) Coordinate and oversee special programs, events and trips.
- 7) Recommend and develop programs, events, trips and services that have been requested by the Senior Citizen community and that are compatible with the Senior Center mission statement.
- 8) Prepare and monitor budget reports, including weekly revenue deposits, monthly expenditures

and annual budget summary.

- 9) Solicit donations and grants from community sources in order to support special programs, events and trips.
- 10) Research and establish relationships with community Senior Citizen service providers.
- 11) Represent the Senior Center as a member of the Libertyville Senior Council.
- 12) Solicit, review and respond to feedback and suggestions on a regular basis.

Skills Required: The Senior Center Manager should possess and consistently demonstrate the following skills:

Communication:

- Clear, concise and timely verbal and written communication
- Maintain a positive, professional and caring attitude when interacting with others
- Resolve problems quickly and correctly
- Effectively utilize standard office equipment, computer programs and social media platforms

Organizational:

- Ability to manage multiple tasks simultaneously
- Thorough and detail-oriented
- Timely responses and ability to meet deadlines
- Maintain an organized work environment
- Establish and oversee system for inventory control

Dependability:

- Ability to work independently or in a team environment
- Self-motivated
- Adheres to schedules and meets deadlines
- Effective problem solving and ability to rapidly adjust in a changing environment

Program Management & Development:

- Knowledge of how to create, implement, and promote activities, events and special programs for Senior Citizens
- Ability to participate in programs
- Flexible and creative; encouraging inclusion and participation
- Ability to successfully seek out and apply for appropriate funding grants

Professionalism & Leadership:

- Represent the Libertyville Civic Center and Senior Center in a positive professional manner through words and deeds
- Communicate with board members, the Executive Director and other staff members in an appropriate manner
- Respond to suggestions and feedback positively
- Exercise sound judgement and maintain calm demeanor when reacting to challenging situations or conflicts
- Assist with conflict resolution when needed
- Coordinate efforts of others to reach desired outcome
- Respond to emergency situations with confidence and accuracy

Marketing & Community Outreach:

- Knowledge of basic marketing strategies
- Understanding and ability to work with social media platforms

- Research and identify resources and opportunities beneficial to the Senior Citizen Community
- Successfully develop and maintain relationships with community organizations and businesses

NOTE: This position does not offer health insurance. Benefits include PTO and SIMPLE IRA.