

Wood County Committee on Aging, Inc. Position Description

Position: Site Manager

Index Number: 601

Reports to: Lead Site Manager

Purpose: Manage the operation of the site and the variety of services provided for the purpose of enhancing the quality of life of older adults.

Responsibilities to include:

1. Manage the operation of the site, demonstrating knowledge of all services and programs offered by the Wood County Committee on Aging.
2. Complete all required documentation and reports, by required due dates.
3. Make daily bank deposits for nutrition program income donations. Complete required transmittal form and submit with payment(s) for classes, programs, and trips.
4. Provide supervision to site driver, assigned volunteers and Experience Works participants.
5. Plan and coordinate programs and trips of culture, education and recreation for the participants per defined program standards. Work with WCCOA Program Department, as needed.
6. Manage congregate and home-delivered meal program located at the site.
7. Comply with all governmental and funding source(s) sanitation regulations and standards.
8. Recruit, develop and schedule volunteers for site. Provide required documentation to the WCCOA Volunteer Coordinator.
9. Oversee transportation to and from the site and approved destinations, including grocery shopping. Provide required documentation to the Director of Social Services, by required due dates.
10. Develop press releases and flyers for events, classes, and activities. Submit to the Director of Programs for review. Submit site materials for newsletter by scheduled deadlines.
11. Make referrals to Social Services Department, as appropriate.
12. Attend approved conferences and workshops for professional development.
13. Perform other duties as assigned.

Qualifications and Essential Skills:

Education requirements: Bachelor degree in Gerontology, Social Work, Recreation, Business or related field. Equivalent experience working in a related field may be considered in lieu of degree. Computer knowledge and proficiency required. Must be able to successfully complete the ServeSafe Manager course and receive certification.

Minimum Requirements:

Must have a proven record of working harmoniously with older adults as well as colleagues. Must be eligible for bonding and insurable under agency policy. Must possess a valid Ohio Driver's license with proof of auto insurance (state minimum). Must meet the requirements contained in Ohio Administrative Code (OAC) 173-3-06.6 (B)(3). Compliance shall be reviewed not less than annually. Must successfully complete Bureau of Criminal Investigation (BCI) records check, as defined in OAC 173-9-01.

Abilities Required:

Must demonstrate fluency in English, both written and oral. Requires lifting, bending, stooping, reaching, and standing for extended periods of time, and carrying hot pans/trays of food. Must be able to lift a minimum of 50 pounds consistently. Requires normal range of hearing and vision. Must be able to work in kitchen environment with heat and steam.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. This description shall not be construed as declaring the specific tasks and responsibilities. It is not intended to limit, or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under their supervision. The use of this particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Note: Responsibilities are not listed in any defined order or priority, but are requirements of the position.