

TOWN OF ASHFORD

SENIOR CENTER DIRECTOR / MUNICIPAL AGENT FOR THE ELDERLY

JOB DESCRIPTION

The Senior Center Director shall also act as Municipal Agent for the Elderly. This shall be 35-hour, 5-day per week combined position, from 9:00 a.m. to 4:00 p.m. and afford some flexibility based upon the needs of the Center and its users.

1. SENIOR CENTER DIRECTOR

PURPOSE

The Senior Center Director shall be a paid, contractual, employee of the Town of Ashford responsible for directing and supervising a comprehensive program of social, recreational and educational activities for older adults in the community and for administering the business affairs relating to the programs and services offered by the Ashford Senior Center.

SUPERVISION RECEIVED

The Senior Center Director shall be directly supervised by the Board of Selectmen. The Director shall also work with organizations, Ashford boards and commissions, and any agencies that can and do contribute to the wellbeing of our senior population.

EXAMPLES OF DUTIES

- Responsible for the day-to-day management of the Ashford Senior Center.
- Insure that the Ashford Senior Center is operational in accordance with HUD guidelines and a DECD Policy on Senior Centers: Policy Statement as defined in a memo dated 3/13/2008 received from Commissioner Joan McDonald.
- Serve as an *ex officio* member of all Ashford Senior Center committees.
- Perform essential administrative office duties including reception, customer service, data processing. Recruit, train and supervise Ashford Senior Center volunteers (reception, phone, bus drivers, etc).
- Plan, organize, develop, implement and evaluate programs and services taking place at and through the Ashford Senior Center that will enrich the quality of life for the elderly population of the community (speakers, workshops, health clinics, recreation events).
- The Director may assist in the implementation and coordination of programs and trips not directly sponsored by the Center (Commission on Aging, ASCO, TVCCA, neighboring senior centers).
- Maintain essential Senior Center user information and mailing lists
- Maintain program records which will include service delivery and program participation levels. As the one ultimately responsible for all programs and trips, the Director is responsible for ensuring that participants supply necessary liability waivers, that activity providers supply insurance coverage certificates, and that user information (name, home address/phone number, date of birth) be obtained for trips qualifying for regional transportation federal grant reimbursement.
- Oversee preparation of a monthly activity calendar and be responsible for providing that information for posting on the Town of Ashford website and for publication in the Town's monthly *Ashford Citizen* government sponsored newsletter
- Work with the Municipal Agent for the Elderly and the Social Services Director for the betterment of the community's senior population (ConnPace, Title 19 preparation, Renter's Rebate, etc.).
- Prepare news releases and other informational material about programs

- Serve as site manager for the Elderly Nutrition Program and supervise the Senior Center kitchen as required by the Department of Health
- Prepare and administer the Ashford Senior Center budget
- Timely recording and depositing with the Town of Ashford Treasurer, monies received by the Ashford Senior Center in the form of donations or proceeds from an Ashford Senior Center sponsored event.
- Knowledge of Ashford's purchase order system and timely submission of bills to be paid.
- Prepare and present the Board of Selectmen with quarterly reports containing statistics relating to e.g., number of senior center participants, current programs
- Prepare the annual report to the Town of Ashford
- Determine the need for physical building repairs and maintenance
- Responsible for scheduling, upkeep, driver recruitment, annual inspection and registration of the town-owned van
- Attend training workshops and conferences geared toward the elderly population

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the needs of senior citizens. Ability to assess those needs and plan solutions
- Knowledge of grant writing and budgeting principles.
- Knowledge of computer usage (Word, Excel, Microsoft Outlook, internet)
- Ability to communicate effectively, orally and in writing
- Ability and desire to work effectively with and motivate senior citizens
- Ability to effectively organize and supervise volunteers and maintain good working relationships with superiors, subordinates, volunteers, officials of other agencies and the general public
- Ability to understand older persons and their lifestyle and issues important to them
- Ability to allocate and utilize resources and personnel to meet program goals
- Ability to concentrate on fine detail amid constant interruption

MINIMUM QUALIFICATIONS

- Bachelor's Degree in geriatrics, gerontology, or related field. Three years direct experience may be considered in lieu of a degree

OR

Any equivalent combination of experience and education which provides the required knowledge, skills and abilities.

- Must possess a valid Connecticut motor vehicle license
- Must acquire Connecticut motor vehicle license "Public Service" endorsement within six (6) months of hire
- Must acquire Standard First Aid, CPR for adult victims and defibrillator training within six (6) months of hire
- Must acquire ServSafe Food Protection Manager Certificate within three (3) months of hire

PHYSICAL EXERTION.ENVIRONMENTAL CONDITIONS

- Performs duties in an office environment
- Intermittent exposure to a computer screen
- Some stress involved in the course of contact with the public
- Must be mobile (able to push/pull/lift objects of less than 20 pounds)
- While performing the duties of the job, the employee may be exposed to seasonal conditions, dust, and cleaning chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field or during programs

NOTE: The duties listed above are intended only as illustrations of the various tasks performed by a Senior Center Director. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

2. MUNICIPAL AGENT FOR THE ELDERLY

Per CT General Statutes - Section 7-127b - [Effective Until 10/1/2024]

Municipal agents for elderly persons.

Duties. Responsibilities of Department of Aging and Disability Services

- (a) The chief elected official or the chief executive officer if by ordinance of each municipality shall appoint a municipal agent for elderly persons. Such agent shall be a staff member of a senior center, a member of an agency that serves elderly persons in the municipality or a responsible resident of the municipality who has demonstrated an interest in the elderly or has been involved in programs in the field of aging.
- (b) The duties of the municipal agent may include, but shall not be limited to:
 - (1) Disseminating information to elderly persons, assisting such persons in learning about the community resources available to them and publicizing such resources and benefits;
 - (2) assisting elderly persons to apply for federal and other benefits available to such persons; and
 - (3) reporting to the chief elected official or chief executive officer of the municipality and the Department of Aging and Disability Services any needs and problems of the elderly and any recommendations for action to improve services to the elderly.
- (c) Each municipal agent shall serve for a term of two or four years, at the discretion of the appointing authority of each municipality, and may be reappointed. If more than one agent is necessary to carry out the purposes of this section, the appointing authority, in its discretion, may appoint one or more assistant agents. The town clerk in each municipality shall notify the Department of Aging and Disability Services immediately of the appointment of a new municipal agent. Each municipality may provide to its municipal agent resources sufficient for such agent to perform the duties of the office.
- (d) The Department of Aging and Disability Services shall adopt and disseminate to municipalities guidelines as to the role and duties of municipal agents and such informational and technical materials as may assist such agents in performance of their duties. The department, in cooperation with the area agencies on aging, may provide training for municipal agents within the available resources of the department and of the area agencies on aging.

Conn. Gen. Stat. § 7-127b

(1972, P.A. 70; P.A. 77-447; P.A. 85-459, S. 1, 2; P.A. 88-206, S. 2; P.A. 93-262, S. 1, 87; P.A. 95-77; P.A. 01-195, S. 105, 181; P.A. 12-119, S. 3; P.A. 13-125, S. 1; June Sp. Sess. P.A. 17-2, S. 288; P.A. 18-169, S. 14.)

Amended by P.A. 21-0007, S. 1 of the Connecticut Acts of the 2021 Regular Session, eff. 10/1/2021.

Amended by P.A. 19-0157, S. 14 of the Connecticut Acts of the 2019 Regular Session, eff. 10/1/2019.

Amended by P.A. 18-0169, S. 14 of the Connecticut Acts of the 2018 Regular Session, eff. 6/14/2018.

Amended by P.A. 17-0002, S. 288 of the Connecticut Acts of the 2017 Special Session, eff. 10/31/2017.