**Senior Program Director**

**Job Responsibilities and Duties**

**Responsibilities:**

**To organize and direct programs that will entertain, educate, and interest the senior residents.** The Senior Director position is considered part-time and is governed by the conditions of the Ray Township employee manual. The Senior Director shall be self-motivated, detail oriented, available to plan events during office hours (8:30 a.m. - 4:30 p.m., Monday-Thursday) as needed, able to work independently, with good communication skills**.**

**Duties:**

1. Plan and develop programs to generate interest and promote the Senior Program.
2. Make arrangements to obtain guest speakers, entertainment, trips and activities including reservations for transportation for all Senior activities.
3. Manage and evaluate records of center activities, including attendance records, activity release and liability waiver forms and details of monthly events, etc.
4. Work with the Staff Assistant to create the senior calendar/newsletter presenting programs and information on a quarterly schedule, due one month prior to the 3-month calendar. This would be in conjunction with submitting information for Ray Township Newsletter to Staff Assistant as requested. The details of the events with description, date/time, cost, # of spaces and deadline to register need to be provided to the Staff Assistant. This information will also be needed for posting on the website.
5. Provide communications with staff members and the Board, including a monthly report of activities and participation to the Clerk one week prior to the Board of Trustee meetings.
6. Purchase materials and manage inventory necessary for the operation of Senior Program within the Senior Department budget. Maintain petty cash, reconcile monthly, submitting receipts, and invoices as received to Accountant. Submitting timesheet to Staff Assistant per office calendar.

1. Computer skills: utilize Township email for all correspondences (Outlook), Publisher/ Word/Excel, Canva, etc., experience preferred.
2. This list in not inclusive of all responsibilities as assigned.
3. The Senior Director is an at will employee of the Township Board and reports to the Supervisor.

Updated: September 2023