



THE GREATER ALLEN A.M.E.  
CATHEDRAL OF NEW YORK  
**COMMUNITY  
NON-PROFIT PROGRAMS**

## **ALLEN COMMUNITY SENIOR CITIZENS CENTER**

# **Program Director**

The Allen Community Senior Citizens Center's (ACSCC) mission is to programmatically serve the senior population in the community through the provision of a variety of comprehensive services that meet the nutritional, recreational, educational, informational and other needs of the program participants in a caring and sensitive manner.

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties.

1. Oversee the daily operations, activities and staff of the senior center.
2. Assist in the development and implementation of goals, objectives, policies and procedures for the senior center.
3. Participate in the preparation and administration of an assigned senior center budget.
4. Plan, organize, assign, review, evaluate and direct the work of assigned staff.
5. Participate in the selection of personnel and provide for their training and professional development.
6. Confer with and provide professional assistance to New York City Department for the Aging (DFTA) on the senior center and related matters.
7. Evaluate senior center services and programs, and recommend improvements.
8. Work with center advisory board to identify service needs of senior citizens. Develop and implement programs to fulfill these needs.
9. Recruit and provide leadership to volunteers, which includes scheduling, and planning their work assignments.
10. Coordinate with nutrition and kitchen staff to provide a daily meal.
11. Oversee transport of senior citizens to and from the center.
12. Observe, report and follow up on building repair and maintenance needs.
13. Develop the center's newsletter, fliers, posters and displays to promote interest in senior center programs.
14. Perform outreach to acquaint senior citizens with center services and provide information and referral of senior citizens to appropriate community agencies.

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15. Coordinate with community agencies to provide legal, public and mental health, social services, adult school and other services and educational courses at the center.
16. Prepare periodic statistical reports pertaining to senior center activities and programs for management review.
17. Maintain current knowledge, trends and advancements in senior citizen program planning and implementation.
18. Perform related duties, as assigned.

**The position requires knowledge and skill in the following areas:**

Knowledge of:

1. Principles and practices of senior program planning, development, implementation and administration.
2. The needs and problems of the elderly.
3. Principles and practices of effective employee supervision, including selection, training, evaluation and discipline.
4. Basic budgeting principles.
5. Principles, practices and methods of needs assessment and program evaluation.
6. Community senior citizen needs and social services resources.
7. Rules, regulations and ordinances pertaining to senior citizen programs and facilities.

Skills in:

1. Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff.
2. Motivating and evaluating staff and providing for their training and professional development.
3. Implementing goals, objectives, policies, procedures, work standards and internal controls.
4. Planning, organizing and implementing multi-faceted senior programs and activities.
5. Identifying community senior citizen needs and recommending new, alternative or enhanced programs.
6. Exercising sound independent judgment within general policy guidelines.
7. Preparing clear, concise and complete reports, and other written correspondence.

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8. Establishing and maintaining effective working relationships with Center-related partners.

### **Minimum Qualifications:**

Bachelor's Degree in related fields (Social Work, Social Science, Education, Recreation, Psychology, Management) and four (4) years' experience in community service work with at least one (1) year in counseling, education and recreation work involving the elderly and one (1) year in a supervisory or program management capacity. Master's Degree in a closely related field may be substituted for the community service work experience, on a year for year basis to a maximum of two (2) years.

### **OTHER REQUIREMENTS**

Must possess a valid New York State driver's license and have a satisfactory driving record. Must be available to respond to center emergency or problems that may occur after business hours.

**Program Type:** Full-time

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