

COLBERT COUNTY

JOB DESCRIPTION

Job Title: LaGrange Senior Center Manager

Department: County Commission

Job Description Prepared: October 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: County Administrator

Subordinate Staff: Senior Center Volunteers

Other internal contacts: Commission Office; County Maintenance Department

External Contacts: NACOLG Aging Services; General Public

Job Summary

The employee is responsible for the day to day operation of the Senior / Community Center located in the LaGrange community of Colbert County. Employee will open and close the facility, be responsible for housekeeping, and maintenance of the facility to keep in good order. Developing activities for Senior Citizen attendees, distribution and coordination of Meals on Wheels program with NACOLG for this community. Employee will be responsible for taking reservations and collecting rental fees for parties desiring to use the center for private and community events. Position is part-time, 32 hrs. per week maximum.

Job Domains

Senior Center Operations

1. Responsible for all day to day operations of the Senior Center
2. Keeps daily log of Senior attendees and supplies to NACOLG aging services

3. Maintains registration forms for center attendees.
4. Serves and distributes meals as supplied by aging services.
5. Organizes activities for Senior attendees.
6. Is responsible for housekeeping and interior cleaning.
7. Assures facility is inspected and maintains a favorable health department rating.
8. Keeps appliances clean and in good operating condition.
9. Takes reservations and accepts fees for center rentals.
10. Reports any damages or deficiencies to County Administrator or Maintenance Supervisor.
11. Coordinates and supervises Senior Center Volunteers.
12. Works with public and private organizations to encourage coordination of services to benefit seniors.
13. Maintains and manages the Senior Nutrition Program.
14. Other duties as assigned.

Knowledge, Skills and Abilities

(*Can be acquired on the job)

1. Excellent verbal and written communication skills.
2. Computer skills to use Microsoft Word and Excel.
3. Reading skills to understand laws, ordinances and regulations.
4. High school diploma or equivalent preferred.
5. Planning skills to develop accurate schedules and plans.
6. Organizational skills and attention to detail.
7. Interpersonal skills to deal tactfully but firmly with people to gain compliance.
8. Ability to prioritize tasks and delegate when appropriate.
9. Ability to prepare and maintain accurate reports and records.
10. Skill to safely operate a vehicle.

Other Characteristics

1. Possess a valid Alabama Driver's License.

Work Environment

The work involves moderate risks or discomforts which requires special safety precautions, e.g., working around moving parts, carats, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

Physical Demands

The works require some physical exertion such as long periods of standing, walking, recurring bending, crouching, stooping, stretching, reaching or similar activities; lifting items such as food delivered by aging services. The work may require specific, but common, physical characteristics and abilities of average agility and dexterity.

Approvals

_____	_____	_____
Name	Title	Date
_____	_____	_____
Name	Title	Date