



# TOWN OF SUPERIOR

## *EMPLOYMENT OPPORTUNITY*

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<b>Position Title:</b>	<b>Part-Time Director</b>
<b>Department:</b>	Senior Center
<b>Status:</b>	Hired by Town Manager
<b>Authority:</b>	Pinal-Gila Council for Senior Citizens Area Agency on Aging Contract
<b>Overtime Status:</b>	Unclassified, Exempt
<b>Start Date:</b>	December 2, 2024
<b>Pay Range:</b>	TBD

First Review of Applications: October 31, 2024

### **CLASSIFICATION RESPONSIBILITIES:**

Under the direct supervision of the Town Manager, the Director is primarily responsible for all ongoing daily functions occurring in the Congregate, Home Delivered Meals and Transportation Program and other activities related to Senior Center; monitoring food service and menus; completing monthly reports; maintaining courtesy and client rapport; displaying an attitude of cheerfulness and empathy; maintaining accurate records; maintaining confidentiality of sensitive personal and business information. Provide senior activities that will enhance their dignity, support their independence and encourage their involvement in and with the community.

### **DISTINGUISHING FEATURES:**

- Develops a department budget and controls expenditures.
- Coordinates all activities and services at the Senior Center.
- Responds to the personal needs of individual participants.
- Obtains verbal/written feedback from new participants regarding their satisfaction.
- Works closely with participants, community organizations and others to schedule programs.
- Recruits, trains, organizes, and schedules all volunteers, in conjunction with immediate supervisor, to carry out program services.
- Through personal contact and public speaking, stimulates support for the program from service clubs, churches, and other organizations within the community.
- Conducts an outreach program to attract new participants to the Senior Center.
- Oversees preparation and approval of the menus as required in the program guidelines.
- Coordinates and orders the supplies necessary to support program services, seeking competitive prices to the extent possible.
- Documents daily, weekly, and monthly social service and meal reports and maintains paperwork in a central file; accepts, records, and deposits donations.
- Keeps actively involved in appropriate support group meetings.
- Work with seniors in reviewing menus, food service quality, and recommendations, review activities, and outreach methods.

- Maintains and submits records and reports, as needed, to assure contract and audit compliance.
- Participates in quarterly inspections conducted by funding and licensing agencies.
- Participates in scheduled Provider Meetings.
- Monitors the conditions of all equipment and vehicles and recommends maintenance as needed.
- Organizes a robust mobility plan, including monthly senior trips for shopping, medical, and entertainment.
- Performs other duties as may be assigned from time to time.

**DESIRED MINIMUM QUALIFICATIONS:**

Minimum of a high school diploma or equivalent is required. Three year’s experience working directly with seniors in any combination of experience, education or training which indicates ability to perform job duties. Minimum of 21 years of age; current Arizona Driver’s License and good driving record.

**SPECIAL REQUIREMENTS:**

Residence in the Town of Superior. Bilingual in Spanish would be advantageous. Must be or be able to become PASS Certified and ServSafe Certified.

**Application packets can be obtained at:**

*Town of Superior*  
 199 N. Lobb Avenue  
 Superior, AZ 85173  
 8:00 am to 5:00 pm  
 Monday – Friday

**Application process:**

File an application on or before the closing date noted on the front of this Employment Opportunity to be considered for this position. All applications must be signed and received by 5:00 pm on the Closing Date.

**Selection Criteria:**

Applicants whose experience and training are most closely suited to the needs of the Town may be selected for further testing/interviews. Criteria will be based on job-related knowledge, skills and abilities.

The Town of Superior is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, disability, age, gender, sexual orientation, or national origin.

In accordance with the Americans with Disabilities Act (ADA and Section 504), the Town of Superior does not discriminate on the basis of disability in the admission or access to, treatment, or employment in its programs, activities, or services. The Town of Superior supports a drug-free workplace.

**Immigration Reform Act Notice**

To conform with the Immigration Reform Act of 1986, the Town of Superior must verify the right to work in the United States of every individual hired. In the event you are selected, you will be required to provide the appropriate documents to Human Resources. Failure to provide these documents will result in termination.