



Job Description – Mason County Senior Activities Association

Job Title: Director
Location: 190 W. Sentry Dr. Shelton, WA
Terms: Permanent Full-time
Requirements: Daytime with some evenings and weekends as needed

Our Mission Statement:

“To Enhance the quality of life of senior adults in our community through recreation, information, education and nutritional services, including health and wellness programs.”

Description: Responsible for the day-to-day operations of a multi-service Senior Center. These operations include personnel, contractual, fund-raising, facilities management and coordination with staff and other service providers. Must have the ability to successfully navigate a large building, lifting ≤25lbs.

Duties:

1. Works under the supervision of the President of MCSAA and the Board of Directors
 - a. Assists in the development and implementation of goals, objectives, policies and procedures of the Senior Center
 - b. Evaluates services and programs, giving recommendations to the Board
 - c. Helps identify service needs and develops programs to fulfill those needs
 - d. Observes, reports and follows up on building repair and maintenance
 - e. Prepares and maintains reports pertaining to Senior Center activities and programs
 - f. Seeks Board approval prior to signing any contract that will obligate the Senior Center financially
 - g. Maintains Center activities on assigned budget
2. Oversees assigned staff
 - a. Participates in selection of personnel
 - b. Consults Board prior to any staff changes
3. Directly responsible for the administration of the Senior Center
 - a. Gives oversight and direction to CPA
 - b. Consults with banking institution as pertains to loans/mortgages. Has signing authority, along with the Board President, over all accounts and financial paperwork.
 - c. Confers with lawyer as necessary
 - d. Communicates with all pertinent government departments as necessary
 - e. Participates in Chamber activities and other community outreach to create visibility for Senior Center
 - f. Searches and initiates fundraising, including grant writing
 - g. Initiates financial responsibility
 - i. Opens all incoming mail
 - ii. Authorizes all bill payments
 - iii. Verifies payroll

- iv. Solicits newsletter advertising and gives oversight
- h. Controls access to Senior Center
 - i. Keeps record of any keys that are issued
 - ii. Uploads Amcrest camera system onto cell phone
 - iii. Sets up notification of virtual keypad
 - iv. Must be available for Center emergency or problem response
 - v. Occasional evening and weekend activity attendance
 - vi. Duties as needed
- 4. Promotes open communication with Thrift Store Director
- 5. Must be able to move about our large facility as needed

Mason County Senior Activities Association is an at-will employer