



JOB DESCRIPTION

TITLE:	Bellingham Senior Activity Center Manager
ORGANIZATION:	Whatcom Council on Aging (WCOA)
REPORTS TO:	WCOA Executive Director
AREA OF ASSIGNMENT:	Bellingham Senior Activity Center
STATUS:	Full Time, Exempt
SCHEDULE:	Minimum 40 hours per week
PROBATIONARY PERIOD:	90 days after hire
SALARY/WAGE:	Commensurate with experience and qualifications

SUMMARY OF POSITION:

This position manages and directs overall operation of Bellingham Senior Activity Center (BSAC). It is responsible for the development, implementation and facilitation of programs and activities that enhance healthy aging and promote the interests, education and needs of adults age 50 and older.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Program Management
 - Directs the implementation, facilitation and evaluation of programs and activities.
 - Consults with the BSAC Advisory Committee.
 - Works with staff, Advisory Committee, and volunteers to raise funds through fundraisers, direct mail campaigns, corporate sponsorships and grants.
- Member Relations
 - Interacts with members and guests to solicit suggestions and to encourage participation in activities and events.
 - Identifies and resolves member and guest concerns.
- Communications
 - Establishes and maintains effective working relationships with community agencies, community supporters, coalitions, and County staff.
 - Develops and maintains public relations for BSAC including networking and outreach.
 - Directs marketing of BSAC through traditional and social media platforms.
- Supervision
 - Supervises BSAC staff, instructors, and interns.
 - Responsible for volunteer coordination and supervision.
- Center Management and Administration
 - Manages building operations in conjunction with Whatcom County Parks.
 - Prepare BSAC Program budget and monitors expenditures.

- Responsible for design and implementation of safety program.
- Ensures reporting is completed in an accurate and timely manner.
- Leads the development of long-term strategic plans.

OTHER JOB FUNCTIONS

- Performs other job duties as assigned.

QUALIFICATIONS & EXPERIENCE:

Education and Experience

- Bachelor’s degree required, Master’s degree preferred in Human Services, Community Health Education, Social Work, Gerontology, Public Administration, Recreation or related field.
- Experience with program management required.
- Experience in recruiting, training, and supervising personnel required.
- Experience developing, implementing, and monitoring budgets required.
- Strong networking, organizational development, and facilitation skills and experience required.
- Volunteer recruitment, training, and management experience highly desirable.
- Previous nonprofit experience highly desirable.
- Substantial relevant experience may be substituted for education requirement.

Knowledge, Skills, and Abilities

- Excellent skills in written, oral and interpersonal communication with individuals from variety of occupational, educational and cultural backgrounds.
- Interest and ability to work with population age 50 and over.
- Planning, organizing, prioritizing, and coordinating skills.
- Experience working in a complex organizational unit.
- Able to think conceptually and strategically.
- Strong conflict resolution skills.
- Able to implement and maintain computer software systems, ensuring sufficient security is maintained.
- Proficiency with all Microsoft Office programs.

Licenses/Certificates

- Valid driver's license, appropriate insurance, and a car available for work-related travel.
- First Aid and CPR (may be obtained after hiring).

WORKING CONDITIONS:

- Work is performed primarily in a senior center/office environment.
- May occasionally lift and carry items weighing up to 30 pounds.
- Works in areas with possible exposure to blood borne pathogens and environmental allergens.
- Uses appropriate safety equipment and follows work safety policies, practices and procedures.
- May be required to work some evenings and weekends.

The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, but should not be considered an all-inclusive listing of work requirements. Individuals may be asked to perform other duties as needed.

It is the policy of the Whatcom Council on Aging to not discriminate in services and employment. The WCOA complies with Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.