Older Adult Program Manager
Job Description
9/2013

Fulltime Salaried Position
Reports to: Executive Director

Expectations:

➢ To provide a high quality senior nutrition program that meets all Dane County contract requirements.
➢ To provide a safe, quality environment rich with engaging activities for older adults.
➢ Support case management and support of individual seniors.
➢ Access, evaluate and work for continuous quality improvement.
➢ Engage partners to maximize resources and opportunities for older adults in the Madison Community.

Qualifications:

• Experience working with older adults (60 and up).
• Supervisory experience and the ability to manage a team of primarily volunteers.
• Program development and management experience.
• Consistently demonstrate ability to respond to changing situations in a flexible manner.
• Must have high level of interpersonal skills to be able to interact and communicate with individuals at all levels of the organization and skills to handle sensitive and confidential situations.
• Experience with data collection and basic program assessment/evaluation.
• Ability to work both independently and as part of a team.
• Consistently demonstrate ability to take the initiative to make decisions/choices without direct supervision.
• Excellent organizational and communication skills.

Job Responsibilities

Older Adult Programs: serving residents who are 50 and over for non-meal activities and 60 and over for nutrition site meals.

• Develop, coordinate and manage all programs for older adults: follow the guidelines required by the Dane County Nutrition site and NESCO.
• Design program opportunities for the various age groups represented by the older adult community.
• Coordinate with other agencies offering resources to older adults and look for gaps in programming.
• Active outreach and recruitment in areas where older adults are under served (Monona Drive Corridor).
• Work with the Program Chef to meet nutrition requirements and plan meals for older adults.
• Plan and organize other enrichment, education, health and wellness or recreational activities for older adults.
• Manage the budget and expenses for non-meal based older adult programs.
• In collaboration with the Executive Director, assist with the recruitment of funds for older adult programs.
• Represent the Goodman Community Center and older adult programs at meetings, conferences,
committees and events.
- Collect accurate data on activities and attendance and evaluate programs on a semi-annual basis aligning with goals outlined by funders).
- Maintain contact information and other confidential information on participants.
- Complete grantors program reports.
- Supervise program staff/volunteers and provide regular feedback on progress.
- Provide regular feedback and support of Social Work Interns. Allow and encourage them to take on programs and activities as they are able.
- Work with and support the NESCO case manager: plan programs, make referrals, share information, and provide resources.

General Center Responsibilities
- Serve as part of the management team of the organization. Attendance at all management, staff, and other agency meetings is required.
- Be an ambassador for the older adult program and the agency in the community.
- Attend appropriate events and committees representing the Center.
- Participate in development and fundraising activities.
- Participate in the Manager on Duty rotation.

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Employee signature                   Received Date