

Title: Supervisor Senior Center Activities

Posting Date: 1/10/25
Vacancy Type: Full Time
Salary:

Closing Date: 2/8/2025
Location: Keyport Borough

Job Specification

SUPERVISOR OF SENIOR CITIZENS ACTIVITIES

DEFINITION:

Under direction, plans and supervises programs and employees in providing social, recreational, and educational activities for senior citizens; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Plans and supervises programs with existing social agencies that will enrich the lives of the elderly; such programs are concerned with problems such as idleness, irresponsibility, employment, unemployment, and adult illiteracy.

Teaches methods of alleviating these problems by setting up social, recreational, and educational activities to assist elderly tenants in utilizing their spare time in creative involvements.

Initiates, organizes, and supervises the administration of clubs, meetings, lectures, group excursions, and other group endeavors.

Stimulates community awareness of older citizens and the need to include them in the ongoing life of the community.

Works to prevent the social isolation of older adults and help them remain active and contributing members of society.

Compiles, correlates, and reviews information regarding federal, state, and private foundation funds that are available to meet the needs of the elderly.

Applies for funding of programs and ensures compliance with program objectives.

Supervises the establishment of essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester-hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional experience in programs serving senior citizens in the fields of social work, public health, recreation, gerontology, psychology, and/or community organization work.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

Possession of a master's degree in any of the above fields from an accredited college or university; and two (2) years of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of programs and problems pertaining to senior citizens.

Knowledge of purposes, methods, and theories of modern gerontology and their application to specific situations.

Knowledge of community agencies and resources available to senior citizens.

Knowledge of methods and procedures used to apply for or utilize community resources.

Ability to plan and supervise programs involving the social needs of the elderly.

Ability to organize assigned work and develop effective work methods.

Ability to provide assignments and instructions to staff and supervise their work performance.

Ability to provide employees with advice and assistance.

Ability to establish and maintain cooperative working relationships with coworkers and other involved in the work of the unit, families, individuals, and social organizations.

Ability to prepare reports and correspondence.

Ability to establish and maintain records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
04069		L	C		N/A	30		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

8/08/2015