



Presbyterian Senior Services

POSITION: Program Coordinator

Position: PSS Senior Center Director

Make a difference in the lives of New York City's older adults, their families and the community. For over 50 years PSS has performed vital and important work -- through its nine centers, two apartment buildings and affiliated programs, the agency touches the lives of over 1,000 people a day. As the Director of one of our senior centers, you will be responsible for overseeing and coordinating operations, services and programs in keeping our members healthy, engaged and connected. The Director's role is vital in ensuring effective supportive services are put in place and innovative programming is provided that allows our members to remain active and safe in their communities. This is a full-time non-exempt position that reports directly to the Director of Senior Centers.

Starting Salary: \$40,000 - \$45,000 annual.

Responsibilities:

- Work to assure that the seniors have access to the programs and services that will allow them to thrive and live safely in their community. This includes assurance that center staff complete an intake and assessment for each member, provide case assistance, completing home visits as needed, and proactively predicting how to effectively address members' needs.
- Oversight of overall operations of the senior center.
- Maintaining senior center budget, including oversight for the timely and accurate ordering and purchasing of food and supplies.
- Assure that contracted units for the center are met. Responsible for accurate tracking of membership and units of service.
- Oversee and develop programming with a special focus on innovative programs emphasizing healthy, purposeful and successful aging. Setting annual goals and objectives and supervising the program staff in achieving this.
- Maintain and support the Senior Center Advisory Board. Plan for and lead meetings for the general center membership, committees, etc.
- Establish and maintain relationships with local and community organizations, leaders and elected officials.
- Maintain all pertinent client records and center files. Assure that DFTA client database is maintained, accurate and up to date.
- Submit required reports in a complete and timely fashion, which includes the center's monthly unit and expense reports.
- Assure upkeep of physical plant to create a welcoming environment and adhere to standard environmental and building codes.

- Assure that the center's voluntary contributions, fundraising efforts and activity payments are accounted for and follow proper protocols.
- Demonstrate leadership, lead team meetings and provide effective supervision of staff, interns, and volunteers. Including completion of performance reviews and helping to advance the staffs' professional development.
- Promote the agency and center by performing outreach, participating in community events, and representing the agency to the public. Develop and maintain liaisons with other organizations, as appropriate, to collaborate in outreach efforts or other partnership opportunities.
- Effectively utilize social media and other digital and communication tools to reach a broad audience.
- Communicate with supervisor and other staff in a timely fashion and meet all required deadlines.
- Submit required reports in a complete and timely fashion.
- Actively pursue and take full advantage of opportunities for professional growth and development. Follow and subscribe to professional development resources (i.e. e-newsletters, professional social media, national aging websites, etc.).
- Comply with PSS Personnel Policy & DFTA Regulations.
- Attend Monthly Supervision and Team Meetings.
- Additional duties as assigned by Supervisor.

Qualifications and Experience:

- Bachelor's degree (MSW, LMSW, SIFI Certified desirable)
- Excellent Program Management Skills
- Experience working with Older Adults preferred
- Excellent Interpersonal and Organizational Skills
- Strong computer skills, proficient with Microsoft Office
- Excellent communication skills (written and oral)
- Bilingual fluency (English/Spanish) highly preferred

Professionalism and other qualities:

- Ability to work well independently and on a team
- Maturity and good judgment in relating to peers, partners, and families
- Ability to work with people from diverse backgrounds
- Availability, dependability, and willingness to be flexible
- Demonstrated ability to solve problems and think strategically