Aster Aging, Inc.
Job Description: Aster Senior Center Manager at Mesa Downtown

Overview: Provide team leadership for the Center-Based Services program at Mesa Downtown, within the scope of Aster Aging's vision, mission and goals. Develop, manage and directly provide congregate meals, socialization, education, and health and wellness activities for older adults, with a focus on empowerment to promote independence. Oversee volunteer engagement and promote programs in the community. The position involves significant teamwork and collaborative efforts with staff, volunteers, program participants and the community.

Major Duties:

1. Provide team leadership to achieve outcome, service level, and operational goals for the program aligned with Aster Aging's Strategic and Annual Plans and related funding contracts.
2. Supervise the provision of congregate meals in keeping with program and funder guidelines. Coordinate with the Kitchen Manager and food service team on meal counts, meal service and special needs.
3. Develop, promote and conduct activities and classes that appeal to current participants and respond to the changing needs and interests of older adults. Evaluate for relevancy and participant satisfaction.
4. Manage day-to-day logistical operations of the Aster Senior Center, including but not limited to: facility management including set-up of activity and dining rooms and the reporting of equipment issues; purchase supplies in keeping with budget; manage the participant registration and activity / meal sign-up process; oversee internal controls related to the receipt of fees and contributions; and, other tasks as needed.
5. Serve as a public spokesperson for Aster Aging. Working in collaboration with the Program Operations Director and other program supervisors, develop and implement plans for targeted outreach and volunteer recruitment. Develop and maintain effective relationships within community networks.
6. Maintain accurate participant records and service reports in accordance with the procedures of the agency and funding entities, including computer data input and report compilation.
7. Maintain an organizational climate that attracts, motivates, supports and retains high quality staff and volunteers who are committed to serving older adults. Lead, supervise, train, and support staff and volunteers as assigned.

Other Duties:

- Ensure that agency policies, standards, and decisions are implemented and maintained in service provision.
- Serve as a member of the Center-Based Services and supervisors' team, participating in the development of program and other plans.
- Other duties as needed and appropriately assigned.

Qualifications:

- Bachelor's degree in social work, gerontology, recreation or a closely related field, preferred.
- Progressively responsible social service or recreation work history with older adults including supervisory experience. Nonprofit and volunteer engagement experience preferred.
- Demonstrated effective written and oral communication skills. Ability to prepare concise reports and provide oral presentations. Effective computer skills required.
- Effective interpersonal skills and ability to encourage teamwork.
- Strong organizational skills. Ability to prioritize and manage multiple tasks.

Requirements:

- Ability to lift and carry objects weighing up to 35 pounds unassisted. Able to stand, sit, bend and twist.
- Possess valid AZ driver's license and reliable vehicle to use in the performance of job.
- Possess or have the ability to obtain CPR / First Aid certification, and food handler's card.
- Ability to obtain a Level 1 Fingerprint Clearance Card and comply with Aster Aging's background check policy.

Responsible to: Program Operations Director
Status/Hours: Full-time exempt. Primarily weekday office hours, with occasional evening and weekend work.
Primary Worksite: Aster Senior Center at Mesa Downtown. Position will require some travel via automobile.

Job Opening Announcement
April 2021

Center Manager, Aster Senior Center at Mesa Downtown

This position is based in Mesa, Arizona

Aster Aging, Inc. empowers and supports older adults and their families to remain independent and engaged in our communities. Our non-profit organization provides a full continuum of service, with core programs that include: Center-Based Services, Meals on Wheels, In-Home Support, Outreach / Social Services, and Contracted Programs. Our vision is to be a leader in providing direct services and mobilizing resources that support the changing needs of our older adult population.

We are currently recruiting for an important position to provide team leadership for the Center-Based Services program at our Aster Senior Center at Mesa Downtown, within the scope of Aster Aging's vision, mission and goals. Develop, manage, and directly provide congregate meals, socialization, education, and health and wellness activities for older adults, with a focus on empowerment to promote independence. Oversee volunteer engagement and promote programs in the community. The position involves significant teamwork and collaborative efforts with staff, volunteers, program participants and the community.

Full-time (40 hours / week) position
Competitive salary and benefits package

Qualifications include a bachelor's degree in social work gerontology, recreation or a closely related field preferred, or a minimum of two years' experience working with at-risk older adults and their families. Progressively responsible social service or recreation work history with older adults including supervisory experience. Nonprofit and volunteer engagement experience preferred. Requirements include: an Arizona driver's license, reliable vehicle to use in the performance of the job, and compliance with Aster Aging's background checks.

This position includes physical capability requirements. Please refer to job description for additional information.

Please refer to the Job Description for additional information and requirements

Interested applicants are encouraged to submit their resumes to:

Human Resources
Aster Aging, Inc.
45 West University Drive, Mesa, Arizona 85201
Phone: 480-964-9014, Fax: 480-898-7306, hr@asteraz.org
www.asteraz.org

Position is considered open until filled.

Equal Opportunity Employer.