

Lawrence Township Senior Center

Job Description

Senior Center Activities Director

Organizes activities and coordinates participation of community agencies. In the daily operations of the Lawrence Township Senior Center Program.

- A. Prepares correspondence, publicity, and other written material which promotes the Centers goals.**
- B. Ensures that the Center is open during its regular hours and recruits and organizes volunteers in the activities of the Center.**
- C. Works with the Township and Senior Citizens ensuring that the program activities are satisfactory and the needs of the center are met.**
- D. Initiates and promotes creative programs for the center including but not limited to:**
 - 1. Arts and Crafts- finds creative projects and purchases needed materials, helps Seniors with the projects.**
 - 2. Card Playing-teaches those that do not know how to play, fills in if another player is needed.**
 - 3. Social Services- Helps with Homestead Rebates, Property Tax Freeze Reimbursement Forms. Keeps up to date and knowledgeable on Grants available to help with Home Repairs, when necessary prints the application out for them from the agencies website. Direct Seniors to Agencies that can help them with their specific problems. Make phones calls to agencies for them when necessary. Ensure that a County Outreach Worker is at the site the 2nd. And 4th. Tuesday of the month, if not report to County Outreach Coordinator.**
 - 4. Holiday Parties-Arranges for entertainment, purchases food and refreshments, sets up for event and decorates, cleans up afterwards, etc.**
 - 5. Coordinate Cumberland County Nutrition Program Tuesday thru Thursday. Does all the paper work associated with the program.**
 - A) Prepare intake form and Nutritional Assessment form for any new participate. If visitor prepare Visitor Intake as well as Nutritional Assessment Form.**
 - B) Update program participants Intake form yearly and send any changes to Nutrition Program Director.**
 - C) Update Nutritional Assessment Forms twice a year.**
 - D) Order lunches daily, prepare each weeks count sheet, and Submit supply requests to county and caterer.**
 - E) Attend quarterly County Nutrition Program meetings.**
 - F) Must attend a Safe Food Handling Course given by the Cumberland County Health Department.**

6. Exercise Programs- Healthy Bones and Stay Fit and Have Fun
 - A) Maintain Daily record of participants.
 - B) Make sure there is a physical release form filled out yearly for each Healthy Bones participant, along with a release form.
 - C) Make sure all participants are doing exercises properly and according to guidelines.
 - D) Have certification from an agency that is qualified to teach proper techniques for exercise programs for the elderly(State Department of Health Certification for Healthy Bones).
 7. Oversee County RSVP Program (retired Senior Volunteer Program)
 - A) recruit Participants. Have them fill out a registration form.
 - B) Fill out a monthly time sheet for participants.
 - C) Submit to RSVP Director monthly.
 8. Arrange to have guest speakers on subjects of interest to Senior Citizens. (Safety, Insurance Fraud, Identity Theft, Health Issues, etc.)
 9. Provide Monthly Schedule of Activities, get copies to County Nutrition Program and Committee Members.
 10. Assist the Senior Center Association in their fund raising activities and attend their quarterly meetings.
 11. Work with County Office of Aging on programs coordinated by them.
 12. Assist Seniors in basic computer use and accessing the internet.
 13. Oversee the SJ Food Bank bread distribution Program, mail the monthly sheets to them in a timely manner.
- E. Perform any other duties as requested at the discretion of the Township Committee.