



Director

Position Description

Updated and adopted by CRSAC Board on 9-20-19

Job Purpose:

The Executive Director is responsible for the successful day-to-day administration, management and leadership of the center.

Job Responsibilities:

The Director will oversee the day to day operation of the multipurpose and multiservice organization by ensuring appropriate planning and follow through.

Ensures that the organization meets the expectations of members and the Board of Directors and is consistent with the bylaws, policies and objectives of the Board of Directors. Activities should be beneficial to all ages of senior membership by providing wellness, education and activity programs.

Leadership:

Identify, assess, and inform the board of Directors of internal and external issues that affect the organization. Act as professional advisor to the Board of Directors on all aspects of the organization's activities. Participates with the Board of Directors in developing the mission and strategic plan to guide the center. Works with the Board to secure adequate funding for the operation of the organization through grants and or fundraising, monitor the financial health of the organization and with the Board President and Treasurer to develop an annual budget.

Planning and Management:

The Executive Director oversees the grant & application process including applications, administration of and reporting of grants and applications. Researches new grants to enhance the level of services and activities provided by the center. Reports to the board on status of grant approval and denials.

Attends and is involved with Douglas County Transit Solutions general and provider's meetings along with Denver Regional Mobility and Access Council meetings. Keeps the center in the forefront of said meetings. Oversees the transportation audits for Douglas County (DRCOG) and State Unit on aging annual audits. Works with said agencies to ensure that general practices/policies are implemented and reviewed such as: driver education, vehicle inspections, best practices, etc.

Prepares annual service contract and reports to the Town Council of Castle Rock and submits proposed annual budget.

Coordinates and plans fundraising activities and events in partnership the Board Vice Presidents.

Establishes good working relationship with community groups to help achieve the goals of the center and ensure a positive community presence.

Works closely with standing committees' chairs to ensure efficiency and understanding of center policies.

Works closely with the board on other duties as requested by the board.

Supervision Received:

The Executive Director will be under the direct supervision of the President, Executive Board of Directors. The Director will report to the Board of Directors.

Supervision Exercised:

The Director will supervise all staff personnel and volunteers as required by services, programs, activities and events.

Human Resources Management:

Determines staffing levels and reports changes to the board.

Oversees the implementation of human resources policies, procedure and practices as defined in the Personnel Guidelines. Develops and updates job descriptions for each staff member.

Maintain a healthy and safe work environment in accordance with all appropriate legislation and regulations.

Recruit, interview and select staff with appropriate skills and personal abilities to help further the center's mission.

Provide an orientation and appropriate training to all staff.

Provide and maintain a performance management process for all staff which includes monitoring performance and conducting annual performance reviews.

Coach and mentor staff as appropriate to improve performance.

Discipline staff as appropriate and release staff if they do not respond to coaching.

Experience, knowledge skills and training:

1. A Baccalaureate Degree from an accredited college and two year's previous experience working with senior populations or two year's college and four years related experience or six years equivalent experience.
2. Must have an excellent working knowledge and skills in computer programs and usage.
3. Must have a valid Colorado Driver's License and acceptable driving record.
4. Prefer prior experience and understanding of volunteer programs and/or nonprofit organizations.
5. Knowledge of financial management.
6. Knowledge of Human Resources management.

Computer proficiency:

1. Microsoft Office Programs
2. Financial programs
3. Search engines
4. Social Media
5. Database Software programs (Preferred)

Physical Requirements:

1. Ability to operate passenger van or other vehicle in the transportation of participants.
2. Ability to lift a burden of 25 lbs. or less.
3. Ability to conduct activities involving simple grasping, fine manipulation and gross motor skills.
4. Ability to participate in routine conversation in person or via phone or handheld radio, and distinguish signals including alarms, emergency whistles, equipment malfunction signals, and similar alerts.

5. Ability to visibly distinguish circumstances, situations, written material, and other details within the environment at distance both near and far.
6. Mobility to move to and from points within and without of the Senior Center.

Other Requirements:

1. Ability to establish and maintain positive working relationships with others, internally and externally.
2. Demonstrate adaptability by being flexible, versatile and or tolerant in a fast-past work environment.
3. Understand ethical business practices and ensure that own behavior and that of staff aligns with the values of the organization.
4. Problem solving skills helpful in responding to unanticipated circumstances and challenges. Identify causes, gather and process relevant information, and make recommendations to solve problems.
5. Mathematical reasoning, analytical skills and abilities necessary to prepare, maintain and analyze operations and activity records, budgets, and cash flow.
6. Ability to read and understand materials and compare information or instructions in written form.

Position Description:

Position descriptions are dynamic documents, meant to be updated and revised continuously, based on the programs and services we offer. We encourage you to offer suggestions for improving your effectiveness and the design of your position by speaking with your supervisor

- I have received a copy of the Employee Handbook.
- I have received a copy of the Center's Bylaws.
- I have read the job description for the Executive Director position and have had all my questions answered in regards to the job duties, responsibilities and requirements.

Signature: _____

Printed Name: _____

Date: _____