

**Agenda**  
**Senior Resource Advisory Committee**  
**Tuesday, October 27, 2020**  
**Virtual Meeting via Zoom (meeting link below)**  
**4:30 PM**

1. Call to order
2. Approval of Minutes
3. Action Items
  - discussion of job description of potential new employee
5. Other Business
6. Adjourn

Town of Clinton is inviting you to a scheduled Zoom meeting.

Topic: Senior Resources Advisory Committee

Time: Oct 13, 2020 04:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89759014239?pwd=dDlzT0NxT1Uzdy9KRW40dTFWdFJTdz09>

Meeting ID: 897 5901 4239

Passcode: 935495

One tap mobile

+13017158592,,89759014239#,,,,,0#,935495# US (Germantown)

+13126266799,,89759014239#,,,,,0#,935495# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 897 5901 4239

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## JOB DESCRIPTION FOR CLINTON SENIOR CENTER DIRECTOR

The Clinton Senior Center Director is initially planned to be a part time position, preferably Monday through Friday from 9 am to noon, in an office in the Chamber of Commerce building. The position will begin as a coordination of current programs presented in various places in town and the addition of new programs and activities developed by the Director. The primary goal will be to develop, coordinate and administer recreational, informational, entertaining and instructional senior citizens (55 or better) sponsored programs with the intention of providing a physical Senior Center to serve the senior Clinton community. The Director will be expected to network with local and state agencies and other town senior centers to research and develop new and currently used programs. The timing of the opening of an actual Senior Center will depend on the successful establishment of programs and activities, maintaining quality community services through cost-effective, customer friendly service delivery, and the response of the senior community to the offerings.

**DUTIES:**

- Create a master schedule that includes existing programs in which Clinton seniors currently participate
- Develop a supportive climate to encourage maximum involvement of participants
- Develop and coordinate day trips, educational and entertainment programs and special events
- Travel on trips or finds appropriate substitute
- Oversee special events for seniors and schedules guest speakers
- Prepare annual Senior Center (SC) budget
- Prepare monthly statistical, financial and informational reports for supervisor
- Record receipts and disbursement of funds
- Review all SC invoices for food, supplies, trips and programs
- Comply with all proper safety procedures and regulations
- Treat other employees and any others with courtesy, respect and professionalism
- Assess the need for and develop new programs for SC
- Meet with interest groups to ascertain desired programming
- Develop monthly newsletter, flyers, posters and displays to promote interest in SC programs
- Prepare monthly activities calendar
- Prepare quarterly inserts for Clinton Events magazine
- Recruit and provide direction and leadership to volunteers and committees

## KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to oversee the SC Department in an effective manner
- Ability and desire to work effectively with and motivate Seniors
- Knowledge of Federal, State and local laws and regulations relating to senior citizens
- Criminal background check required

## REQUIRED QUALIFICATIONS:

- Must be able to efficiently operate a computer and standard office equipment
- A two year Associates Degree or higher preferred and/or three years full time, documented related experience in managing Senior activities or Gerontology, Recreation, Social Work or a closely related field or any equivalent combination of education and experience providing the required knowledge, skills and abilities
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