



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Senior Center Manager
II. Organization Unit: Facilities Division
III. General Summary: Responsible for all operations, public relations, marketing, programming, maintenance, and public services at assigned facility.
IV. Qualifications: High school diploma; 4-year college degree in Recreational Administration (desired); past supervisory experience desired;
V. Special Work Conditions: Some night and weekend work required, must be able to multi-task, may be required to drive a 15-passenger van for field trips;
VI. Position Wage: This is a full-time position. The wage will be negotiated at the time of hire.
VII. Employee Classification: Exempt / Salary
VIII. Essential Job Functions: 1. Create, implement, supervise, and evaluate all programs that are offered at the facility. 2. Develop program budgets for all programs offered at the facility. 24. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
IX. Verification of Understanding Position: By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date