

Director of Older Adults Center (formerly Weinberg Neighborhood Senior Center @Bronx House)

Bronx House Senior Center is a hub for active older adults. The Director is a creative and dynamic person with the strong ability to multi task in running the day-to-day functions of this bustling center. The Director creates and oversees the recreational activities, administrative tasks, and congregate meals of the center and engages with the community in a continuous effort to retain and increase membership to the Senior Center.

Essential Duties:

- Administer and supervise the programs and activities of the Senior Center
- Develop and organize all aspects of programming for seniors including lunch, weekly trips, recreational, wellness and educational & Jewish programming
- Work with NYC Department for the Aging to ensure deliverables are met, maintain member database
- Ability to work within operating budget provided and maintain records of expenditures
- Maintain and develop liaison with various community partners
- Recruit, hire, train, and supervise Senior Center employees, interns and volunteers
- Receive, research, and respond to citizen inquiries and provide information and referral services for a variety of social services available to seniors in the community
- Develop and implement an outreach and marketing plan for the Senior Center
- Promote the Senior Center's activities and programs throughout the community via various channels in order to increase participation
- Assist and support creative, independent activities by senior population
- Must have excellent communication skills
- Must be able to multi task and make sound last minute program decisions
- Understanding and appreciation of the role of race, religion, ethnicity, sexual preference and individual values as it relates to serving clients and their families. Commitment to diversity and ability to work with diverse population of seniors, volunteers and staff
- Work with program staff to ensure that staff meet contract requirements and units of service
- Represents Bronx House at various DFTA and professional meetings
- Performs other related duties as assigned

Required Education, Experience and Training:

- Bachelor's Degree required, Master's preferred
- Knowledge of NYC DFTA regulations strongly preferred

- Demonstrated ability to oversee and coordinate activities and programs with the older adults preferred
- Must have knowledge of Jewish programming and culture
- Must be willing to become CPR certified and AED /First Aid certified and agree to maintain such certification
- Must be willing to obtain NYC Certificate in Food Protection
- Supervisory experience required

Position Type/Work Hours

This is a full time position. Work days and hours are Monday-Friday, 8:30am-4:30pm with occasional Sundays and agency special events.'

Work Remotely

- No