



## Program Manager Job Description

### **JOB PURPOSE**

The Program Manager is responsible for the development, provision and oversight of Penn Asian Evergreen Center (PAEC) activities. Under the direct supervision of the Center's Director, the Program Manager for the Penn Asian Evergreen Center plays a proactive role in assisting active and at-risk seniors in accessing and participating at the Senior Center. This position also coordinates referrals for other senior programs. The Program Manager will provide oversight and supervision of the program aides and volunteers. If bilingual, the Program Manager provides translation services as needed.

This position leads with day-to-day operations including interacting directly with participants, volunteers, staff and community-based organizations to plan a full program of activities and acts as a liaison to the broader community. This position coordinates a large variety of recreational activities, and a daily congregate meal. The position requires a flexible and independent work style and a strong team/group ethic.

### **ESSENTIAL FUNCTIONS**

- Coordinate and facilitate recreational activities for the Senior Center including, daily games, exercise class, computer lab activities, educational presentations, outings, cultural and holiday special events.
- Produce the monthly recreational activity calendar, monthly newsletter and program flyers in multiple languages.
- Responsible for the daily opening and securing of the facility and maintenance of the Senior Programs equipment and physical space.
- Provide activities training to program aides.
- Assigns program aides with responsibilities for implementing select programs and provides oversight.
- Recruit, support and manage onsite volunteers on a daily basis.
- Coordinate and or provide translation and interpretation services for program participants as needed.
- Provide information, referral, direct services to "drop in" participants and initiate referrals for social services, and case management services.
- Coordinate and recruit community based educational speakers, volunteer entertainment and activity leaders to enhance the variety of recreational activities.
- Under supervision of the Center Director, maintain a budget for programming supplies and responsible for inventory of all program.
- Maintain and organize documentation including daily sign-ins for lunch service, monthly participant and service information, activity logs, volunteer logs and other documentation as required for contract compliance.
- Complete participant charting, monthly reports, and other documentation as required by the agency and funding sources.
- Participate in PAEC meetings, community events, and other meetings as required.
- Other duties assigned.

## **POSITION QUALIFICATIONS**

- Bachelor's Degree in Therapeutic Activities, human services or gerontology
- Minimum of two (2) years experience with the elderly preferred.
- Bilingual in an Asian language preferred.
- Ability to be trained in CPR and First Aid.
- Able to prioritize tasks in a fast paced and independent environment
- Excellent verbal and written communication skills.
- Strong organizational skills with attention to details, consistently able to follow through and able to handle multiple priorities simultaneously.
- Comfort using computers as a tool for communication and proficiency with word-processing, spreadsheet, email and internet browsing applications required.

## **PENN ASIAN EVERGREEN CENTER BENEFITS**

- Competitive Salary
- Paid Holidays, Vacation and Personal Days
- Health Insurance Reimbursement
- 401k Retirement Plan

## **APPLICATION PROCEDURES**

Interested candidates are invited to submit a cover letter, resume, and salary expectations to [jennybedin@passi.us](mailto:jennybedin@passi.us).