CHARTER TOWNSHIP OF WHITE LAKE
Job Description

PROGRAM DEVELOPER	**MAPE Union / Non-exempt**
Department - Senior Center	**Approved: December 18, 2012**

General Summary

Under the supervision of the Senior Center Director, the Program Developer performs the complex professional duties of developing and supervising a variety of programs that are part of a comprehensive senior center. The Program Developer also oversees the Senior Center functions in the temporary absence of the Senior Center Director.

Primary Responsibilities

- Develop, schedule, and promote a variety of in-house programs for health & fitness, recreational, educational, and supportive programs for senior participants.
- Plan, organize and implement special events and day trips for senior participants.
- Maintain records related to these programs.
- Conduct ongoing evaluations of these programs and surveys the interests of the senior population.
- Make recommendations regarding programs and services.
- Recruit and supervise program instructors with the Senior Center Director.
- Prepare check requests to ensure timely payment of instructors, speakers, and entertainers in absence of Senior Center Director.
- Collect and deposit program fees.
- Solicit local businesses for donations to senior events.
- Collaborate with director in the development and writing of the center's newsletter, website information and program flyers.
- Assist seniors and their families in receiving supportive services through appropriate referrals.
- Maintain and create content for the Dublin Senior Center Facebook page.
- Promote the center's vision and mission.
- Assist Director in establishing and enforcing Senior Center policies, rules, and regulations.
- Assist Director with expanding the volunteer program.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

- Perform other related tasks as assigned by Senior Center Director or Township Supervisor.

Qualifications

Bachelor's or Associates degree with a major emphasis of study in gerontology or related field; a minimum of one-year related field experience.

Requirements

- Strong communication and organizational skills.
- Ability to use independent judgment, take appropriate initiatives and be self-directed.
- Good overall knowledge of senior development and available resources.
- Proficient in MS Word and Outlook.
- Ability to lift, move and stack tables and chairs.
- Certified in CPR and basic emergency procedures.

Working Conditions and Physical Demands:

- The essential functions of the Program Developer are primarily administrative functions. Intermittent standing and walking as necessary.

- Must be able to lift and/or move up to 25 pounds primarily moving tables and chairs when setting up for functions at Senior Center.

- Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

- Must be able to use hands and arms to operate office equipment, and is regularly required to walk, stand, balance, stoop, and crouch.

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