



**BOARD of TRUSTEES
MIAMI TOWNSHIP
HAMILTON COUNTY, OHIO**

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Trustees
Jack E. Rininger
Daniel K. Blanton
Mike Robison

Fiscal Officer
Cindy Oser

MIAMI TOWNSHIP SENIOR CENTER ACTIVITIES DIRECTOR

Job Description

The Miami Township Senior Center Activities Director is responsible for assisting in community activities of Miami Township Senior Center while working cooperatively with facility, staff, and volunteers to better serve the senior residents of our community.

Qualifications

1. Bachelor's degree in geriatrics, relation, or related field or one (1) year administrative experience and one (1) year teaching or supervisory experience or experience in public service.
2. Ability to represent agency in professional manner.
3. Active interest in community service.

Job Duties and Responsibilities

- A. Develops, plans, and supervises or assists the following programs provided by the Center with supervision of the Miami Center Director
 1. Year-round boutique
 2. Craft classes
 3. Special events/speakers/seminars
 4. Wellness/exercise
 5. Birthday parties
 6. Special activities
- B. Coordinates daily activities at the Center.
 1. Is involved with daily activities at the Senior Center.
 2. Develops and plans activities and classes to meet needs and interests of participants.
 3. Assist each participant to identify their interests and needs.

4. Prepares articles or flyers to inform community of services and activities at the Center, develops public relations/bulletin boards.
5. Identifies and utilizes resources within the Center to improve operations, events, and classes.
6. Networks with other senior agencies.
7. Performs the duties of Secretary or Director in their absence.
8. Performs other duties and special assignments as directed by the Miami Senior Center Director.
9. Involve participants and staff in planning of programs.

C. The Miami Township Senior Center Activities Director reports directly to the Miami Township Senior Center Director.