



# Notice of Vacancy

South Lyon Community Schools  
345 South Warren  
South Lyon, MI 48178

## **PLEASE POST! Internal/External**

**POSITION:** Senior Center Coordinator

**LOCATION:** Center for Active Adults – Located in South Lyon High School

**QUALIFICATIONS/  
RESPONSIBILITIES:** See Attachment

**TERMS OF  
EMPLOYMENT:** Contract position (PCMI) – No benefits  
July 1st – June 30th (223 days)  
Center is closed when schools are closed for holiday breaks and snow days during the school year. The Center is open all summer except for a two week period for cleaning and repairs.

**RATE OF PAY  
AND FRINGES:** Salary Range: \$40,000 - \$45,000  
8 Administrative Days per year through PCMI

**BEGINNING DATE:** TBD

**DEADLINE FOR  
APPLICATION:** Until Filled

**APPLICATION:** Send letter of interest and resume to:  
Maureen Altermatt, [altermattm@slcs.us](mailto:altermattm@slcs.us)  
Assistant Superintendent for Administrative Services  
South Lyon Community Schools  
345 S. Warren  
South Lyon, MI 48178  
Ph. (248) 573-8140  
Fx. (248) 437-8928

**DATE OF POSTING:** May 2, 2017

SOUTH LYON COMMUNITY SCHOOLS  
JOB DESCRIPTION

SENIOR CENTER COORDINATOR

QUALIFICATIONS:

1. Bachelor's degree and/or equivalence of professional experience in senior citizen field
2. Demonstrated leadership abilities in working with organized senior citizen programs
3. Demonstrated abilities in activities that involve high self-motivation and organizational skills
4. Understanding of promoting and marketing of senior citizen programs
5. Must relate well to the older population
6. Experience in grant writing

RESPONSIBILITY:

In performance of his/her duties, the Senior Center Supervisor shall be directly responsible to the Assistant Superintendent for Curriculum/ Instruction, and shall serve as the designee to supervise and administer senior center programs. Services and programs should reflect older adult needs and interests in senior program activities. Program offerings shall include educational, recreational and social activities and programs, and focus on health, wellness, life-long learning and voluntarism.

SPECIFIC

RESPONSIBILITIES:

1. Responsible to serve as a liaison between the South Lyon Community Schools and the senior citizen population.
2. Responsible to represent the school district to the senior citizen community.
3. Responsible to serve as a liaison between the South Lyon Community Schools and contributing municipalities.
4. Responsible for recruiting and hiring of instructors and lifeguards, and assessing their performance.
5. Responsible to meet the requirements of fingerprinting and background checks for all new instructors and lifeguards.
6. Responsible for providing appropriate paperwork for payment of instructors and lifeguards.
7. Securing workshops and program speakers, and assess their performance.
8. Provide health screening opportunities, and assess their performance.

9. Responsible for information and referral service for senior citizen needs.
10. Responsible as newsletter editor to publish and mail newsletters to senior center members every two months.
11. Responsible to coordinate the content of the newsletter, running of copies in house, schedule volunteers to fold, label and seal, coordinate delivery date with schools for bulk mailing, distribute newsletters to appropriate school and municipality officials.
12. Securing of “ads” for the newsletter and maintain advertisement accounts and billings.
13. Responsible for recruiting, selecting, training and coordinating of counselors for the annual Income Tax-Aide Counseling program.
14. Recruiting, organizing and orientation of center volunteers.
15. Direct and supervise the work of volunteers.
16. Maintain center records and reports necessary to district, county, regional and state requirements.
17. Prepare news releases, and be involved in communication programs to senior adults and community.
18. Plan for, purchase and maintain inventory for supplies and equipment for center.
19. Take part in professional development opportunities.
20. Responsible to attend district, regional and state meetings that relate to the operation of the center and its programs.
21. Work closely with other district staff and contributing municipalities.
22. Responsible for annual goals and objectives.
23. Responsible for preparing annual contracts between the school and contributing municipalities and obtaining the appropriate signatures.
24. Responsible to prepare and send invoices to contributing municipalities.

Senior Center Supervisor  
Job Description  
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25. Responsible for arranging quarterly meetings with municipalities and the District Business Office and provide an agenda, monthly budget report and user/participation reports.
26. Responsible for required paperwork for Community Development Block Funds.
27. Responsible for calculating monthly per capita and participation counts and submit to municipalities.
28. Responsible to update membership count every December and submit to municipalities and the District Business Office.
29. Responsible for yearly budget working with the District Business Office.
30. Oversee weekly registrations and payments of participants for classes and travel.
31. Responsible for revenue deposits and submitting appropriate documentation to school controller.
32. Responsible to organize and implement fund raising events.
33. Responsible to provide day and extended travel working with travel companies who cater to older adults, and to develop a profit share program with each company.
34. Perform such other duties as required for program/district operations as assigned by the Assistant Superintendent for Curriculum/ Instruction.