

FOR FGC INTERNAL USE & DISTRIBUTION ONLY

PROGRAM MANAGER 1 position available)

FLSA: Exempt (Managerial)

Service: Neighborhood Center (seniors)

Hours per week: Full time

Post until: Filled	Position #: FGC1114
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The selected candidate will be an outcome-oriented Manager who will report to the Operations Manager.

ESSENTIAL RESPONSIBILITIES

- Manage the operations of Neighborhood Center for seniors, under sponsorship of Fort Greene Council, Inc. [FGC].
- Establish plans, set priorities, coordinate activities, and delegate tasks and responsibilities appropriately to meet contractual obligations.
- Effectively evaluate, organize and manage resources (people, physical and financial) and activities.
- Compile and analyze data and present sound recommendations for monthly reports on Center operations, both verbally and in writing.
- Ability to manage time effectively; prioritize and multitask to achieve goals and objectives of funding source(s) and of FGC.
- Complete, and meet deadlines assigned in Operational Objectives (OB), and other assignments as required.
- Plan, coordinate and promote Center activities within activity locations and in the community.
- Establish and maintain safety, emergency and sanitary procedures and training; must attend training and obtain a Food Handlers Certificate, CPR and AED First Aid certifications; prepare and submit menu plans, involving stakeholders; maintain accurate food cost control and inventory (food and equipment).
- Must have excellent communications skills, both verbal and written.
- Establish and maintains effective working relationships at all levels both internal and external to FGC.
- Ability to work cooperatively with others and support the mission of FGC.
- Must attend and actively participate in required planning meetings.
- Establishes and maintains quality services to all stakeholders.
- Demonstrates commitment to the job and organization as well as strong initiative and self-motivation to learn, develop, and succeed.
- Coordinate newsletter and advertisements to promote activity and events.
- Work to create a supportive volunteer culture, by recruiting and retaining volunteers.
- Must be able to work some weeknights and weekends.
- Assist in special projects as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise, direct, and evaluate assigned staff, volunteers, processing employees concerns and problems, directing work, counseling, progressive disciplining, and completing performance evaluations; participates in interviewing applicants and makes hiring recommendations.
- Ability to lead and motivate people; excellent interpersonal skills; and promotes and models effective teamwork.

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- Oversee daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and reviews completed work; consults with assigned staff, assist with complex/problem situations.
- Values diversity and demonstrate ability to work with people from diverse backgrounds.
- Organize and facilitate volunteer meetings; maintain adequate volunteer records.

MINIMUM QUALIFICATIONS

- * Master degree in Social Work, Gerontology or Human services, and 1 year supervisory experience – preferably with seniors; OR
- * Bachelor degree with five years experience in Social Work, Gerontology or Human services, and 2 years supervisory experience – preferably with seniors; OR
- * Associate Degree in human services, and 8 years experience in senior/human services, and 4 years supervisory experience – preferably with seniors; OR
- * High School graduate or HS Equivalency, and 10 years experience in senior/human services and at least 5 years supervisory experience– preferably with seniors.

- Must display excellence in English language skills, both oral and written.
- Shares new ideas, and is creative and resourceful.
- Must demonstrate competency in general computer skills, using MS Word, Excel, PowerPoint, and Lotus Notes.
- Must be culturally competent, and work well with diverse populations.
- Must have good interpersonal skills with seniors, staff, volunteers, and other stakeholders.
- Must demonstrate being a team player.
- Must be able to handle sensitive and confidential information with discretion.
- Bilingual a plus, but not required.

SUBMISSION OF APPLICATION AND/OR RESUME AND/OR COVER LETTER ARE NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW OR THE POSITION

Fort Greene Council, Inc. is an Equal Opportunity Employer
Position is subject to funding from the New York City Department For The Aging

**Send Résumé and cover letter with position number,
To: A. Drew
Fort Greene Council, Inc. 966 Fulton Street, Brooklyn, New York 11238
email: adrew@fortgreencouncil.org**