



## Position Vacancy

RFP #23-080-01

**Position:** Programs Manager  
**Department:** Callahan Center  
**Salary Range:** M-5 \$55,246 – \$57,478 annually  
**Schedule:** November-March: Monday-Friday 8:30 a.m. to 5:00 p.m.  
April-October:  
Monday, Wednesday & Thursday 8:30 a.m. to 5:00 p.m.  
Tuesday 8:30 a.m. to 7:30 p.m.  
Friday 8:30 a.m. to 1:30 p.m.

### **Position Purpose:**

Position is responsible for assessing the needs of the senior population and developing and implementing programs designed to meet those needs.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Researches interest and programming needs of the older adult community.
2. Assumes full responsibility for planning, scheduling, advertising and implementing current and future programs, activities and special events.
3. Recruits and supervises program volunteers and independent contractors/instructors.
4. Supervises Computer Room Coordinator, Volunteer Coordinator and ESOL Teacher.
5. Tracks program expenses with the Director and maintains appropriate records.
6. Evaluates programs, presenters and instructors through surveys and feedback.
7. Develops and edits monthly newsletter with input from staff and Director and works cooperatively with the publisher.
8. Designs and maintains Callahan Center Welcome Kit brochures, signage etc.
9. Contributes to website design/maintenance. Manages Center's social media presence.
10. Plans and coordinates outside use of building and building rental according to established policy and under the supervision of the Director.
11. Maintains appropriate records as needed by the Director of Elder Services.
12. Performs other related tasks as assigned or directed.

### **Qualifications:**

- Associate's degree in recreation or an equivalent field
- At least 3 years of related work experience
- Required to have a valid Class D Motor Vehicle Operator's license.
- Must be trained in CPR and defibrillator use after hire.
- Proven ability to exercise sound judgment and take independent initiative, as necessary.
- Self-motivated
- Knowledge of:
  - Microsoft Office Suite
  - Recreational activities of interest to seniors of diverse backgrounds
- The ability to:
  - Develop and implement appropriate programs to meet the needs of seniors

- Plan and prioritize work, and perform multiple tasks within a timely manner
- Solicit the good will and cooperation of unpaid staff/volunteers
- Provide customer service to the public
- Use internet to obtain information in support of department operations

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

- Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as department equipment, photocopy and computer paper.
- Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, or operating a motor vehicle.
- Visual Skills: Position requires routine reading of documents and reports for understanding.

**Supervision Required:**

Employee works under the general supervision of the Director of Elder Services. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

**Supervisory Responsibility:**

Employee supervises up to 50 paid, contracted and volunteer staff.

**Work Environment:**

Employee performs work in an office setting. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

**Occupational Risk:**

Duties generally do not present occupational risk to the employee. Personal injury could occur, however, through employee failure to properly follow safety precautions or procedures.

*The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.*

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