

JOB POSTING

Department:	Monroe County Area Agency on Aging
Organization:	Monroe County Area Agency on Aging
Job Code / Title:	02108101/Senior Center Operator 1 (Local Government)
Position Number:	80000998
County:	Monroe
Headquarter City/Address: (Work Location)	724 Phillips Street Suite 102, Stroudsburg, PA 18360 Mountain Center, 354 Memorial Blvd, Tobyhanna PA 18466
Type of Job:	Civil Service
Union:	PSSU
Bargaining Unit:	SEIU PSSU Local 668
Seniority Position:	Yes
Type Position:	Permanent / Part Time
Salary Range:	\$17.394 / hr.
Pay Range & Step:	29
Posting Length:	14 DAYS
Posting Dates:	June 2 – June 15, 2025
Contact Name / Number:	Denise Dunkelberger, Community Services Supervisor, 570-420-3726
Additional Information:	Work hours are 9:00am to 2:00pm Tuesday/Thursday/Friday (15 hours per week). Travel and additional hours for program coverage may be required.
Job Description:	See attached
Last Date Job Applications Will Be Accepted:	June 15, 2025

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Promotion without examination
- Transfer
- Reassignment
- Reinstatement

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Three months of experience in providing direct services in a human services, education or a community based setting to the aging population or to individuals from various cultures and socio-economic backgrounds or to individuals who have physical, intellectual or emotional disabilities; or

Any equivalent combination of experience and training.

2. State Civil Service Commission Approved Additional Special Requirements: None
3. Must be a resident of Pennsylvania.
3. Must be eligible for selection in accordance with Civil Service rules.

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:
 - For any other classification, A determination will be made to whether a logical occupational functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for the posted position.

SELECTION CRITERIA

2. Meet the minimum experience and training required for the job.
4. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet.
5. Seniority, defined in Union Contract by the posting closing date of June 15, 2025.

APPLICATION INSTRUCTIONS

5. Additional information may be obtained by calling: 570 420-3726

This section is issued for compliance with Management Directive 580.19, Promotion in the Classified Service without Examination.

HOW TO APPLY – ALL CANDIDATES:

The following materials must be mailed and postmarked on or before June 15, 2025. Late applications will not be accepted.

1. A letter of interest; a complete Application for Employment, Form SCSC-1 may be required.
2. A copy of the last due performance evaluation report if applying through the Promotion without Examination process
3. An SCSC Personnel Transfer Request form if transferring from one agency to another.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please submit your letter of interest to:

Mary Claire Megargle
724 Phillips Street Suite 102
Stroudsburg, PA 18360

Monroe County Area Agency on Aging IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

POSITION DESCRIPTION

IDENTIFYING INFORMATION

Last Name	First Name	MI

Job Title	Job Code	Working Title
Senior Center Manager 1	LO811/02108101	Senior Center Manager 1

Department	Organization	Organization Code
Senior Centers	Monroe County Area Agency on Aging	45

Supervisor's Last Name	Supervisor's First Name	Job Title
Dunkelberger	Denise	Community Services Supervisor

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)						
9AM	2PM	15	Sun	Mon	Tues	Wed	Thur	Fri	Sat
					X		X	X	

POSITION PURPOSE: Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.* Senior Center Manager will identify the needs and interests of attendees, and plan and coordinate recreation, nutritional and educational programs to meet those needs. An employee in this job is responsible in a neighborhood senior center, for scheduling and coordinating activities, seeking out informational speakers on topics of interest to older adults, conducting craft projects and other creative activities that seek to enhance their quality of life, social interaction and community engagement. Senior Center Manager will be trained and receive certification in assisting PA Health & Wellness coordinators in evidence-based activities. Senior Center Manager will check food deliveries, train volunteers in food handling, collect donations, and evaluate the success of center services in accomplishing program goals.

DESCRIPTION OF DUTIES: Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

1. Enforce health and safety laws.
2. Adhere to ServSafe principals for food handling and kitchen sanitation.
3. Complete required data entry and/or provide reports as needed (statistics, intake forms, nutrition screens, inventory etc)
4. Supervise collection and deposit of donations from program consumers. Deposits made daily. Complete statistical form with two signatures for money collected from program consumers

5. Coordinate with the Senior Center Manager II monthly schedule and monthly recreational, educational and other programs.
6. Coordinate volunteer service for meal serving and cleaning up after meal (including training sessions)
7. Resolve complaints, interpersonal conflicts of program clients.
8. Represent agency at conference and trainings as assigned
9. Coordinate daily with shared –ride consumers
10. Perform other similar or associated assignments as directed.

DECISION MAKING: Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, I research the status of an activity and prepare a formal response for my supervisor's signature.*

1. Food that is not temperature appropriate will be refused and returned to caterer. Supervisor will be notified immediately so alternative meal arrangements can be made
2. Any accident or injury to staff or consumers will be reported to supervisor after appropriate emergency assistance is rendered.
3. Supervisor will be notified of interpersonal conflicts that Senior Center Manager is not able to resolve.
4. Supervisor is to notified immediately of environmental issues at the center sites that compromise the safety of the staff and or consumers at the senior center

REQUIREMENTS PROFILE: Identify any requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the positions. Position-specific requirements should be consistent with a Necessary Special Requirement or other criteria identified in the classification specification covering this position. Example: *Professional Engineer License*

1. ServSafe Certification
2. PA Health & Wellness training/certification

ESSENTIAL FUNCTIONS: Provide a list of essential functions for this position. Example: *Lifts boxes weighing up to 60 pounds.*

1. Lift 25 pounds occasionally, frequently lift/ carry up to 15 pounds
2. Greet Visitors
3. Provide information to individuals
4. Positive, clear communication skills
5. Interpret and apply policies
6. Operate standard kitchen machines (coffee machine, steam table, refrigerator, freezer, warmer etc.)
7. Perform basic arithmetic
8. Organize statistical paperwork
9. Problem solving
10. Standing

CERTIFICATION

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

Employee's Signature _____ Class Title _____ Date _____

Immediate Supervisor's Signature _____ Class Title _____ Date _____

MaryClaine Spzargh, Administrator
5/23/2025