



Position: Center Services Regional Manager

Exemption Status Non-exempt

Job Status: Full-time. 40 hours per week

FWA Eligible: No

Pay: \$11.00 - \$15.00 per hour

Department: Center Services

Reports To: Center Services Associate Director

Direct Reports: Site Coordinators

Location: Assigned at hire

About the Position

Summary: The Center Services Regional Manager will have primary responsibility for overseeing and monitoring the day to day operations at assigned Community Center. The Regional Manager will monitor and ensure successful completion of Performance Based Contracting and Tier formulas in accordance with the Allegheny County Area Agency on Aging standards.

Essential Job Duties:

- Develop and plan activities for participants, in center, out of center, and virtual
- Track, compile and monitor attendance and tier participation
- Increase Average Daily Participation and understand the reasoning to do so
- Assist in input of all new intakes and statistics into WellSky and/or Copilot in a timely manner
- Monitor all PBC and Tier activity, responsible for meeting tier requirements and communication with CSAD and CSD regarding such
- Assist in recruiting new volunteers
- Maintain accurately the regional financial book and reconciliation on a monthly basis
- Prepare and submit all end of month reports assigned by the Associate Center Services Director or Center Services Director
- Coordinate staffing with assistance of CSAD and CSD if needed
- Conduct site visits to ensure AC/ACC and agency Validation and Monitoring compliance at assigned centers. Prepare and submit site visit reports to CSAD and CSD as required
- Plan and execute at minimum 2 major fundraisers per year
- Engage in Outreach activities in the community
- Work as a dedicated TEAM member of LifeSpan Center Services
- Senior Companion responsibilities as assigned

Additional Job Duties:

- The ability to travel within the Center Services service area to provide assistance when and where it is needed
- Completion of other duties as assigned in implementing LifeSpan's mission and vision

Required Qualifications (Education/ Skills / Experience): An Associate degree from an accredited institution, plus two (2) years of work experience in a community setting is preferred. Knowledge of programs serving older adults and the needs of older persons is highly desirable. A valid driver's license and an automobile for agency business, owner and driver of the vehicle must carry the minimum insurance coverage as determined by the agency and must submit proof of coverage.



Preferred Qualifications (Education / Skills / Experience):

Basic computer skills are required along with good communication and people skills.

Traits / Characteristics:

- Strong time management skills
- High ethical integrity
- Ability to effectively communicate both orally and written
- Team player
- Able to formulate and achieve goals

Technology / Certifications / Other: Within 3 months of hire, must receive training and certification for basic first aid, CPR, and AED. Completion of a Serve Safe/Food Safety Course is also required, said certifications must be kept current for length of employment. Regional Manager will obtain and maintain AIRS certification. Individual must have a clean criminal history clearance report from the PA State Police or FBI along with a clean driving record.

I have read this job description, understand its requirements, and agree to meet the responsibilities described herein to the best of my ability. I further understand that I may be required to perform other related duties that are assigned because of program mandates from the funding source or program needs that are determined by the agency.

Signature

Date

Effective as of: 2/1/2023