



Vivalon promotes the independence and well-being of older adults in Marin County Vivalon is an equal opportunity employer and actively encourages applicants from diverse backgrounds to apply. We do not discriminate on the basis of age, race, gender, sexual and or ethnic identity.

Job Title: Healthy Aging Program Supervisor

Summary: The Program Supervisor is responsible for supervising the day-to-day activities of the Healthy Aging Center, which involves the coordination and supervision of recreational, social, and educational programs. With direction from the Program Manager, the Program Supervisor works closely with other team members in the planning, development, implementation and evaluation of current and new programs and activities offered to participants both on-site and off-site. The Program Supervisor is responsible for supervision of designated program employees.

Essential Functions:

- Provide supervision to designated program staff, including hiring, evaluating, training, and coaching; consulting with Program Manager for disciplinary matters or other challenges.
- Plan and implement programs and activities aligned with the goals set forth by the Program Director and Leadership team.
- Ensure communication and leadership to volunteers who are supporting and/or delivering healthy aging programs.
- Oversee selection and evaluation of teachers and guest speakers.
- Oversee the planning, scheduling and implementation of ongoing activities and programs that address the needs of the community (based on surveys, client interests, etc.).
- Monitor participation in Center programs; assess interest in programs and activities; use a variety of indicators to assess class success or discontinuation.
- Oversee implementation, evaluation and reporting of satisfaction surveys.
- Compile data and prepare program reports.
- Perform data collection and reporting on a variety of information including client information, client demographics, class statistics and membership information.
- Ensure that program support staff records daily class participation and accurately enters the data into My Senior Center and other designated reporting trackers and mechanisms
- Ensure promotion for classes, workshops and special events including monthly newsletter, advertisements, social media, local publications, community calendars, flyer display and distribution, etc.
- Monitor and respond to Center concerns, working closely with Program Manager and programs staff to ensure that the Code of Conduct is upheld and incident reports document any issues.
- Partner with other agencies on programs and services to serve older adults with limited resources, including teaching staff how to provide "warm handoffs"

- Represent Vivalon in community meetings and workgroups as needed
- In cooperation with the Program Manager, prepare annual budget needs and regularly monitor expenses against that budget
- Participate in fundraising events for Vivalon.

Qualifications:

- Experience in event planning, organizing and promotion
- Experience in training and managing employees and volunteers
- Ability to motivate and inspire employees and volunteers
- Knowledge of the principles and methods used in organizing, conducting, supervising and measuring programs and activities (e.g., checklists, backwards planning, delegation)
- Knowledgeable in safety practices and procedures
- Ability to meet deadlines, employ strong organizational skills and juggle multiple priorities
- Ability to work independently, with receptivity to feedback, and as part of a team
- Excellent oral and written communication and interpersonal skills
- Ability to competently use computer and associated software, including but not limited, to Microsoft Word, Outlook, Excel and PowerPoint; ability to pull reports from databases
- Experience with performing data collection and reporting with high attention to detail and accuracy.

Education and experience:

- Bachelor's Degree in related subject or equivalent education and experience
- Three years' related experience in activities, events, programs and/or resources center management
- Valid driver's license, clean DMV record (insurable)

Physical Factors (Environment, lifting):

Frequent use of pc and multiple software programs in a seated position; seeing, hearing, speaking, carrying, squatting, reaching, pushing and pulling. Ability to lift and carry up to 30 lbs.

Working Conditions (shifts, OT):

Daily reporting hours and days of the week vary according to the business needs of the department.

How to Apply:

Please follow the link to the Vivalon website and fill out the Employment Application.

<https://vivalon.org/employment/employment-application/>