

## **Agency Background:**

Since 1972, **Forest Grove Senior & Community Center** has provided recreational, educational and wellness activities for seniors and community members. We also provide client services and outreach for frail, low-income and homebound seniors, handicapped and the disabled in our community. Our center, located near the center of historic Forest Grove, Oregon, is a place where all members of the community can gather to meet friends, attend events and participate in classes and clubs. We also host community gatherings and local civic club events.

Our mission, to provide opportunities for social, educational, and physical well-being to those in need, is achieved through the many activities, services, and events that we offer. Our center is a place to foster the Forest Grove community, as well as the niche communities that thrive here.

## **Executive Director**

This position is responsible for the overall day-to-day operations of the Forest Grove Senior and Community Center including overseeing the staff, programs and the execution of the Centers mission. This position reports to the FGSCC Board of Directors (BOD).

## **Major Duties**

Recruit, develop and manage the staff and volunteers.

Ensure staff performance evaluations are completed in a timely manner.

Keep BOD fully informed on conditions at the Center and important factors influencing the Center.

Provides information and makes appropriate referrals to older adults needing assistance.

Builds involvement and support from the community. Manages public relations for all programs.

Use presence and relationships in the Forest Grove/Cornelius communities to garner new opportunities for Center use.

Regularly oversee program components to measure success that can be effectively communicated to the BOD, the City of Forest Grove and the community at large.

Deepen and refine all aspects of communications; to include the monthly newsletter, a web presence and external relations to create a stronger community presence.

Administer contracts as approved by the Board of Directors.

Expand local revenue generating and fundraising activities to support existing program operations while sustaining fiscal health.

Initiate change of policy, programming or funding allocations as directed by the BOD.

Develop an annual budget for review and approval by the BOD; see that the Center operates within budget guidelines.

Responsible for developing and maintaining sound financial practices.

Coordinate all building use, programs, services and facility rentals ensuring smooth operations.

Maintain the building and ground of FGSCC in an efficient manner. Ensure the facility is kept clean, attractive and safe.

### **Selection Factors**

College level courses in gerontology, as well as program administration and management classes

Well-versed on senior citizen programming philosophies, trends and practices.

Background in management and strong supervisory skills.

Working knowledge of budgets.

In depth knowledge of the Forest Grove and Cornelius service communities.

Two to three years of experience working with seniors.

### **Minimum Qualifications**

Bachelor's degree in Human Services or equivalent experience.

Applicant will have to know how to plan and organize activities for seniors and enjoy working with this age group.

Excellent written and oral communication skills

Computer literate

Ability to work flexible hours, including some evenings and weekends

### **Application Process**

**Submit a cover letter and resume to Forest Grove Senior & Community Center,  
2037 Douglas Street, Forest Grove, OR 97116 Attn: Board of Directors**