

## **HUMBOLDT SENIOR RESOURCE CENTER Job Description**

**JOB TITLE:** Director of Nutrition & Activities  
**DEPARTMENT:** Administration  
**REPORTS TO:** Chief Executive Officer  
**FLSA STATUS:** Exempt/Salary  
**APPROVED:** **October 2020**

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**JOB SUMMARY:** Responsible for overall management and administration of the agency's Nutrition Program, Nutrition Contracted Services, Activity, and Senior Services programs.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Develops and oversees the department's programs and services including:
  - a. Older Americans Act (Title IIIC-1) Nutrition Services
    - i. Congregate Meals Program
    - ii. Home Delivered Meals Program
  - b. Nutrition Contracted Services
  - c. Activity and Senior Services Programs
2. Develops annual plans that delineate operational and performance goals for each nutrition program and service area.
3. Responsible for developing, implementing, and managing financial strategies, plans, and budgets, including monitoring revenues and expenditures, and making revisions as needed.
4. Develops, implements, and updates operational policies and procedures for the various programs as needed.
5. Keeps abreast of all applicable policies and regulations, ensuring full compliance. Attends pertinent trainings, conferences, etc., as appropriate.
6. Leads and oversees delivery of nutrition programs and services by team members.
7. Develops annual goals and objectives for the various programs in the department. Inspires, motivates, and develops team members to reach personal, team, and organizational goals.
8. Recruits, trains, supervises, and evaluates program employees. Develops and implements in-service training programs for employees and volunteers.
9. Collects, tabulates, and analyzes program data. Implements corrective actions as necessary. Prepares and submits program reports as required.
10. Develops and implements outreach plans and strategies. Negotiates and prepares contracts with vendors and service partners.
11. Plans and oversees the implementation of department funding. Assists in preparation of grant proposals and fundraising activities as applicable for the various programs.
12. Plans and develops new programs and expansion of programs and services that increase the health and wellbeing of participants, including the aspects of social connection, learning, information, and engagement as they relate to the department.
13. Creates and implements efficiencies, metrics, and reporting that will drive new programs, funding,

and data-driven decision-making.

14. Acts as a member of the agency's senior management team and collaborates with other team members to coordinate programs and outreach activities. Fulfills agency committee assignments as requested by the Chief Executive Officer.
15. Develops strong relationships with other agencies, community groups, and businesses to support collaborative nutritional programming and services. Represents the department in networking with community organizations, media, and public presentations.
16. Meets with Dining Center "Site Councils" to facilitate ongoing communication, collection of feedback, problem resolution, and improvement of Dining Center operations.
17. Serves as a supervisor to student interns and volunteers working within the professional discipline and program area. Participates actively in their training as a guide, teacher, and mentor.
18. Performs other duties as assigned.

### **EDUCATION &/or EXPERIENCE:**

1. Bachelor's degree in nutrition, dietetics, social work, human services, business administration, or a related field required. Master's degree strongly preferred.
2. Requires three (3) years of progressive responsibility for program planning and management in a social, health, or nutrition services setting. Additional experience developing and growing new programs in health and aging preferred.
3. Requires two (2) years of experience working in the community to increase awareness, build partnerships, and/or gain support for new ventures.
4. At least one (1) year of experience working with a frail or elderly population preferred.

### **LICENSES OR CERTIFICATES:**

1. Licenses or certificates are not required for this position.

### **PRE-SCREENING REQUIREMENTS:**

1. Requires clearance of a DOJ and FBI criminal history background check.

### **JOB SKILLS:**

1. Desire and ability to work with the elderly, including knowledge and sensitivity of the needs of low-income elderly.
2. Ability to establish and achieve strategic and financial goals that increase access to programs and services.
3. Strong leadership and negotiation skills. Ability to develop and manage complex programs within a multi-service, community-based nonprofit agency.
4. Ability to make recommendations that resolve problems by using judgment consistent with standards, practices, policies, procedures, and/or regulations.
5. Strong interpersonal skills including the ability to maintain a positive attitude and to collaborate with others while maintaining effective work relationships.
6. Sound verbal and written communication skills to communicate effectively with others. Ability to coordinate, advocate, and cooperate with tact and diplomacy.
7. Ability to manage teams and coach employees through complex and difficult issues.
8. Strong administrative and organizational skills. Ability to train and delegate responsibilities among employees.

9. Ability to comply with program requirements and applicable government regulations.
10. Ability to use good judgment, resourcefulness, flexibility, and problem-solving skills.
11. Self-motivated, detail-oriented, and able to manage and prioritize multiple tasks.
12. Ability to adapt to changing priorities and workload.
13. Ability to work independently and within diverse teams made up of various occupations.
14. Ability to understand and incorporate detailed requirements into work activities. Ability to research, collect, and analyze data.
15. Ability to speak to public and private community groups about agency programs and to participate in various outreach and fundraising efforts as required.
16. Strong basic computer skills (Microsoft Outlook, Word, Power Point, and Excel). Ability to implement, navigate, use, and maintain database software programs.

**SUPERVISORY REQUIREMENTS:**

1. This position directly supervises the Nutrition & Activities Manager, Social Worker, Food Service Manager, and Registered Dietitian.

**PHYSICAL REQUIREMENTS:**

1. Physical abilities sufficient to move between different staff work areas, communicate with co-workers and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

**ANALYSIS OF PHYSICAL DEMANDS:**

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b><i>Lifting/Carrying</i></b>						<b><i>Twisting/Turning</i></b>					
Under 10 lbs.			X			Reach over shoulder		X			
11-20 lbs.			X			Reach over head			X		
21-50 lbs.		X				Reach outward			X		
51-100 lbs.	X					Climb		X			
Over 100 lbs.	X					Crawl	X				
						Kneel	X				
<b><i>Pushing/Pulling</i></b>						Squat	X				
Under 10 lbs.				X		Sit					X
11-20 lbs.				X		Walk-Normal Surfaces				X	
21-50 lbs.			X			Walk-Uneven Surfaces			X		
51-100 lbs.		X				Walk-Slippery Surfaces		X			
Over 100 lbs.	X					Stand			X		
<b><i>Other</i></b>						<b><i>Driving</i></b>					
Keyboard/Ten Key					X	Automatic Trans		X			
Fingering (Fine dexterity)					X	Standard Trans	X				
Handling (grasping, holding)					X						
Repetitive Motion-Hands					X						
Repetitive Motion-Feet		X									

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

*The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.*

*The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.*

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Employee Signature

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Date