



Medway Town Hall
155 Village Street
Medway, MA 02053
Telephone (508) 533-3264
Fax (508) 321-4988

TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

JOB DESCRIPTION

Job Title:	DIRECTOR	Date:	04/07/2025
Department:	COUNCIL ON AGING	Grade:	-
Reports To:	TOWN MANAGER	FLSA:	EXEMPT

POSITION PURPOSE:

The Director is responsible for developing and implementing programs and services, as well as overseeing the daily operations of the Senior Center, to provide comprehensive human and social services to Medway's older adult population

ESSENTIAL FUNCTIONS:

Develops, promotes, and implements programs at the Senior Center. The Director is accountable for the direction and success of programs accomplished through others and is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective, and recommending new goals. Oversees the department budget, purchasing, and billing, develops grant proposals to supplement the budget, and maintains records. Performs administrative duties including grant administration, correspondence with State agencies, and report preparation. Prepares monthly Newsletter, arranges printing, and supervises mail preparation. Prepares weekly press releases for local media. Oversees the coordination of the transportation program for elderly and disabled clients. The Director manages the Senior Tax Abatement and meal programs. Participates in and provides management of community outreach services, assistance, information, and referrals to seniors and low-income families. Prepares and submits the Annual Report to the Executive Office of Elder Affairs and disseminates policies. Is the Town Liaison for GATRA and runs monthly reports for the agency. Attends and presents training programs, regional meetings, and workshops pertinent to program development. Serves as liaison person to Friends of Medway C.O.A. Inc. and Senior Citizen Club.

KNOWLEDGE, ABILITY, AND SKILL:

Must have a thorough knowledge of social services systems and programs, federal, state, and regional services and local resources, federal and state regulations on programs, and knowledge of grant writing. Must have the ability to listen to and have compassion for senior citizens as well as knowledge of elders' needs and resources.. Must have the ability to develop effective and constructive working relationships with senior citizens, their families, service providers, and human service agencies, and be able to develop and coordinate programs and activities. Must have strong skills in the preparation and administration of grants. Must have experience with training and supervising employees and volunteers and must possess the ability to communicate effectively both verbally and in writing. Must possess superior interpersonal, organizational, and technology skills.



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SUPERVISION:

Works under the general direction of the Town Manager and the policy direction of the Council on Aging Board, per the department policies and procedures. Duties require initiative and judgment in conducting service programs and addressing community needs.

Responsible for the direct supervision of all Council on Aging employees and volunteers.

RECOMMENDED MINIMUM QUALIFICATIONS:

A bachelor's degree in social work or a related field with five (5) years of related work experience in social services. An equivalent combination of education and experience that provides the knowledge, skills, and abilities to perform the essential functions of the job may be considered. Must be SERV Safe and CPR certified.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Minimal physical effort is required while performing the duties of this job. The employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms

WORK ENVIRONMENT:

The work environment typically involves a municipal office setting. The employee may occasionally be required to work beyond normal business hours to attend evening meetings or department-sponsored planned events.

Confidentiality: The Director shall have frequent access to and knowledge of a variety of confidential information.

Judgment: Work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding situations or events and determine an appropriate course of action. Guidelines include policies and practices, however, independent judgment is used to analyze or evaluate specific situations to determine appropriate actions.

Complexity: The work consists of the practical application of a variety of concepts and practices relating to the field of public administration. Assignments can involve gathering, analyzing, and evaluating facts or data or determining the methods to accomplish the work.