



**Supervisor of Community Programs
Manchester, MO (63011)**

General Description:

Develops, oversees, and evaluates community-based programs for diverse populations throughout the PSA. Builds and expands related partnerships and coalitions in response to identified service needs/trends. Act as agency liaison with community organizations and government entities in establishing collaborative initiatives, including evidence-based wellness programs.

Responsibilities:

- Oversee evidence-based programs including providing supervision for assigned RCAs, assist with volunteer and participant recruitment, scheduling of classes, and required documentation
- Engage with stakeholders in each of the -I counties to identify and address service-related needs
- Assist with research, development, implementation and evaluation of new programs and service models
- Coordinate, track and evaluate program-specific training for volunteers, staff, and partner agencies (e.g., evidence-based programs and SMP)
- Work with agency IT staff on designing and tracking program outcomes
- Develop and keep up-to-date menu of community services, programs, and speakers available for senior centers and community partner organizations
- Assist with coordination and participate in community health fairs and other local events
- Collect, maintain, and evaluate program data and prepare related reports
- Supports a welcoming, collaborative, and respectful environment in words and actions that encourages inclusion and representation for all community members, clients, and fellow employees

Requirements:

- Bachelor's Degree in social services or related field, as well as two years professional supervisory experience. Experience in human services delivery, program development and management preferred. Experience in research methods and data analysis preferred. Experience managing multiple sites preferred.
- Knowledge of community resources and social agency programs and services. Excellent verbal and written communication skills. Ability to identify and effectively address client areas of concern and needs. Computer proficiency in spreadsheet, word processing, and database applications.
- Must have the ability to drive, lift files, open filing cabinets and bend or stand on a stool as necessary. Must be able to carry program kits of approximately 10 pounds for up to of 50 feet.



- Local travel is required, must have a valid driver's license, dependable transportation, and automobile insurance as required by the State of Missouri. Must have or be willing to obtain full COVID-19 vaccination status as defined in **Aging Ahead's** policy.

Benefits Package:

- \$56,180.00 annual salary (40hrs./wk. Additional hours as needed)
- Medical, PPO or HSA
- Dental
- Retirement Savings Plan
- 13 Paid Holidays
- 17 Days PTO
- Life Insurance with buy up options
- Agency Paid Short Term Disability Insurance
- Employee Assistance Program

Interested in this position?

Contact H.R. Specialist Laura Reich

Direct ph: (636) 207-4231

Submit Resumes to: lreich@agingahead.org

EOE