

# Town of Franklin

355 East Central Street  
Franklin, Massachusetts 02038-1352



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[www.franklinma.gov](http://www.franklinma.gov)

## Office of Human Resources

### JOB POSTING NOTICE

**POSITION:** Director  
**DEPARTMENT:** Franklin Senior Center  
**HOURS:** Monday-Friday 8:00 a.m. – 4:00 p.m.  
**SALARY:** \$85,000 – \$100,000 annually  
**POSTED:** April 25, 2024  
**Priority Deadline:** May 24, 2024

The Town of Franklin is accepting applications for the position of Senior Center Director. The Director reports directly to the Town Administrator and works in close cooperation with the nine members of the Council on Aging, an advisory Council whose mission is to enhance the independence and quality of life for older adults in Franklin. The Senior Center receives exceptional support from the Franklin Community, including the Friends of Franklin Elders, Inc. (FOFE); a private, non-profit organization whose purpose is to provide funds for programs, services, and equipment for the Franklin Senior Center that cannot be provided by state or local government.

The mission of the Franklin Senior Center is to enhance the independence and quality of life for Franklin's aging population. The Director ensures that the Senior Center reaches this goal by:

- Identifying the needs of this population and creating programs that meet those needs.
- Offering the knowledge, tools and opportunities to promote mental, social, and physical well-being.
- Advocating for relevant programs and services in our community.
- Serving as a community focal point for aging issues and as a liaison to local, state, and federal resources for older adults.

The Director hires and oversees a staff of 12 employees, both part-time and full-time, as well as substitute employees and volunteers. The Center is for residents 55+ in our community, and offers a variety of programming and services including but not limited to exercise classes, educational lectures, social events, health and wellness opportunities and social services.

The Franklin Senior Center is home to a supportive day program ("Sunshine Club"), a Caregivers Support Group, and the Memory Café. The Senior Center also has Common Grounds Café for residents to enjoy breakfast and/or lunch, a Social Service Coordinator who provides residents assistance in obtaining the services they need, and a part-time Registered Nurse providing health and wellness opportunities.

The Director oversees the Senior Center budget, which is funded through the Town along with state and local grant funding and funding from the Friends of Franklin Elders, Inc.

**The Director also performs the following duties:**

- Develops and administers the department's operating and grant budgets; seeks funding from non-profit, state, and private foundations for operations and services.
- Prepares and submits required fiscal reports to local and state agencies
- Plans, develops and evaluates programs in the areas of health care, nutrition, counseling, social services, recreation, respite, et al, for older adults.
- Publicizes and promotes services and programs through the media, including social media posts, media releases, public speaking, and panel presentations; works with staff to create the "Franklin Connection" monthly newsletter.
- Responsible for the recruitment, training and supervision of staff; updates job descriptions and oversees work schedules.
- Oversees the administration of the Senior Citizen Property Tax Work Off Program in accordance with town and state regulations.
- Oversees facility issues by coordinating with various municipal departments.
- Performs Commonwealth of MA-CORI checks and serves as a Reporter of Elder Abuse in accordance with the MA Protective Service Law.
- Attends training and workshops to maintain knowledge and awareness of state and federal laws as well as practices pertaining to the provision of services to older adults.
- Reinforces confidentiality regulations with staff and volunteers.
- Serve as an advocate in the community, regarding issues and concerns of older adults.
- Serves on the Franklin Crisis Intervention Team and works closely with Veterans' Services, the Health Department, Facilities, and several local social service organizations, including but not limited to the Franklin Food Pantry, the Hockomock YMCA, the Inter-faith Council, Tri-Valley, Inc., and the Greater Milford Community Health Network (CHANA 6).
- Performs other similar or related duties, as required or as situation dictates.

**Required Qualifications:**

- Pleasant, honest, detail oriented, and friendly with excellent customer service skills.
- College degree in public administration, community organization, social work, gerontology, human relations or a related field. Minimum of five years related work experience; or an equivalent combination of education and experience.
- Previous experience working with older adults and/or disabled populations.
- Experience preparing and managing budgets and finances.
- Computer literacy skills and a working knowledge of Microsoft and Google products.
- Knowledge of crisis intervention techniques and practices, and confidentiality laws.
- Must be appointed and certified as CORI designee within 6 months of hire.
- Obtain certification from the MA Association of Councils on Aging within 3 years of hire.
- Able to represent the COA effectively and to advocate for elders in a variety of situations requiring knowledge, negotiation skills, diplomacy and tact.

*The selected candidate will be required to successfully complete a background investigation and CORI. The candidate must also complete a pre-employment physical exam including a drug test and a TB test.*

**Interested candidates shall email a resume and cover letter in Microsoft Word or PDF format or a [Town of Franklin employment application](#) to [apply@franklinma.gov](mailto:apply@franklinma.gov) Please put "Director – Senior Center" in the subject line of the email.**