



City of Montclair Senior Citizens Supervisor

SALARY	\$33.84 - \$41.14 Hourly \$5,866.32 - \$7,130.55 Monthly \$70,395.84 - \$85,566.60 Annually	LOCATION	Montclair, CA
JOB TYPE	Full-Time	JOB NUMBER	20251015
DEPARTMENT	Human Services	OPENING DATE	10/15/2025
CLOSING DATE	11/5/2025 6:00 PM Pacific	FLSA	Non-Exempt
BARGAINING UNIT TEAMSTERS			

The contents of the job bulletin should not be construed as an implied contract. All information is subject to change and the City is not bound to any information or errors contained in the bulletin.

This posting may close earlier than the indicated closing date if an excessive number of applications is received. The closing date may also be extended, or the job may be re-posted if an insufficient number of applications is received during the initial posting period.

Job Description

Under general direction, develops and coordinates social, educational, and recreational activities for senior citizens; performs responsible professional work in the development, administration, and supervision of programming and operations of the Montclair Senior Center; performs related duties as required.

Essential Job Duties

Under general direction, the Senior Citizens Supervisor: Coordinates and develops special interest programs, activities, and events for senior citizens; supervises the programming and operations of the senior center; provides information and referrals on services available to the elderly; advises the senior citizens club; responsible for senior center public relations; prepares and distributes the monthly newsletter; prepares press releases, and participates in community organization programming; keeps abreast of events relating to the needs of seniors through pertinent publications and material; collaborates with local agencies and schools to promote and plan programs at the senior center; assists in the development and monitoring of the senior center budget; supervises the nutrition, transportation, exercise and senior special event programs; supervises senior center part-time personnel, volunteers and student interns; plans and coordinates recreational trips for seniors; keeps records of all activities, programs, and services provided and evaluates effectiveness of these programs; prepares and monitors grant funded programs as required; assists in planning regional activities; performs related duties and responsibilities as assigned.

ORGANIZATIONAL RESPONSIBILITIES

This class reports to the Director of Human Services and directly supervises the work of the senior center part-time staff.

Qualifications, Knowledge, Skills, and Abilities

Knowledge of:

Knowledge of the growing needs of the senior citizen population; program management; event planning; resources available for senior citizens; the psychosocial needs of the aging; communication and listening techniques; methods of working with volunteer groups; activities of interest to senior citizens; supervisory practices; data collection and monitoring of grant funded programs.

Skills/Abilities to:

Ability to demonstrate creativity in planning, organizing, and implementing senior citizen focused programs; communicate effectively, both written and oral; conduct program presentations; follow oral and written instructions; develop and maintain effective relationships with the community, volunteers, and staff; be a team player; utilize computer programs such as Microsoft Word, Excel, PowerPoint, and Outlook; and have excellent interpersonal skills, including tact, diplomacy, and flexibility.

EDUCATION AND EXPERIENCE

High School diploma or equivalent and a Bachelors degree in gerontology or a related field is required or an equivalent amount of supervisory experience with the senior population in lieu of a Bachelors degree. A minimum three years experience working with senior citizens and supervising a team is required. A certificate in Gerontology and bilingual in English and Spanish is highly desirable. Demonstrate ability to exhibit leadership skills, program development, and supervisory experience

PHYSICAL DEMANDS

This position requires the ability to stand for extended periods of time; the physical ability to stoop, bend, twist and reach; to lift, carry and handle equipment, desks, and boxes without assistance; and to provide visual and auditory assistance for participants. The ability to participate in activities indoors or outdoors such as to walk, run, bend, pull, push carry, load/unload supplies, lift up or move up to 50 lbs. Must be able to assume postures to allow physical and visual contact with children and communicate, see and hear well enough to keep participants safe. The position must be able to function well in a noisy, busy environment that includes the comings and goings of community members. Work requires leading programming activities outdoors sometimes in damp, cold, and hot weather.

LICENSE

Possession of a valid California driver's license and proof of insurability required. Valid First Aid and CPR certification required.

Benefits

Full-time employees are currently covered by the California Public Employees' Retirement System. The City contributes to medical, dental, and vision health plans for the employee with family coverage available. A term life insurance policy is paid by the City, as well as a long-term disability plan. To encourage employees to further their education in job-related fields, an educational subsidy is available upon completion of one-year probation.

Nonshift employees receive 80 hours of vacation after one year of service; 120 hours after five years of service; 160 hours after ten years of service; and 200 hours after 20 years of service. Shift employees receive 145.21 hours of vacation after one year of service; 217.79 hours after five years of service; and 290.40 hours after ten years of service. Sick leave accumulates at the rate of eight hours per month. The City may credit an employee who is coming from another governmental agency with one half of his/her accumulated sick leave up to a maximum of 240 hours. Presently, 104 hours of paid holidays are provided each year for nonshift employees and 157.29 hours of paid holidays are provided each year for shift employees.

The City of Montclair is an Equal Opportunity Employer.

Employer

City of Montclair

Address

5111 Benito Street

Montclair, California, 91763

Senior Citizens Supervisor Supplemental Questionnaire

***QUESTION 1**

Do you have a High School diploma or GED?

- ☐ Yes
☐ No

***QUESTION 2**

Do you have a Bachelor's degree in gerontology or a related field? If so, please attach a copy of your degree. a. If not, do you have four years of supervisory experience with the senior citizen population?

- ☐ Yes
☐ No

***QUESTION 3**

Do you have a minimum of three years of experience working with senior citizen programs and supervising a team? (This minimum is required to be considered for the position)

- ☐ Yes
☐ No

***QUESTION 4**

Do you have a certificate in gerontology? If so, did you attach a copy of your certificate?

- ☐ Yes
☐ No

***QUESTION 5**

Are you first aid/CPR certified?

- ☐ Yes

☐ No

***QUESTION 6**

Please describe your experience with senior citizens programs:

*** Required Question**