

## **JOB DESCRIPTION EXECUTIVE DIRECTOR**

**Email Resume to [jdvassar@friendlydoor.org](mailto:jdvassar@friendlydoor.org)**

The Executive Director plans for, and administers services in accordance with the Older Americans Act of 1965 and as outlined in the agencies stated purpose. All activities will be performed in such a manner that optimum results are achieved in relation to the agencies available resources.

### **RESPONSIBILITIES:**

1. Oversee and prepare and/or maintain all agency records and reports:
  - a. Membership
  - b. Congregate Meals
  - c. Home Delivered Meals
  - d. Transportation
  - e. Agency expenses
  - f. Fund raising campaigns
2. Attend Board approved conferences and/or conventions
3. Promote to the public the agency purpose through periodic speeches and public appearances.
4. Plan and supervise all recreational, educational, and cultural activities.
  - a. Prepare monthly calendar
  - b. Prepare monthly menu
  - c. Plan and accompany van trips
  - d. Provide information, referrals, and counseling to members
  - e. Be innovative in finding new programs and areas of interest
5. Coordinate the home delivered meals program, receive intakes for delivered meals; interview recipients as necessary; arrange routing of deliveries.
6. Recruit, assign, and orient volunteers
7. Coordinate the maintenance for the van, such as oil changes, lubrications, checks on fluids, belts and hose checks, etc....and assure that proper work is done on a regular basis. This also includes the need for cleaning both inside and out.
8. The Executive Director will oversee the daily finances of the organization. He/She will receive all income, send acknowledgements to the source of the funds, and make all deposits.
9. Responsible for opening all mail.
10. Must approve all disbursements and note approval by signing/initialing all supporting documentation.
11. Monthly payroll tax payments and deposits and quarterly 941 and Texas Work Force reports will be the responsibility of the Executive Director.
12. He/She is responsible for all repairs.