

# ***Job Description for Sun Program Executive Director***

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Seniors United for Nutrition Program, Inc. (SUN Program)  
Serving Iowa and Lafayette Counties  
303 W. Chapel Street  
Dodgeville, WI 53533  
(608) 930-9845



**Seniors United  
for Nutrition**

Title: Sun Program Executive Director

Hours per week: 40

Direct Supervisor: Seniors United for Nutrition Board of Directors

This position supervises other regular positions: Yes

## **Summary:**

The Nutrition Program Director is responsible for the planning, operation, administration, and direct supervision of the Senior Nutrition Program. Responsibilities include personnel supervision (both staff and volunteers), budgeting and fiscal monitoring, purchasing, managing contracts, data collection and reporting, individual assessments, interagency coordination, public relations, program development, implementation and evaluation.

## **ESSENTIAL FUNCTIONS**

### **A. Program Management – Nutrition**

1. Supervises day-to-day operations of the Senior United Nutrition Program in accordance with the Senior United Nutrition Board and the Nutrition Program Operations under Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR).
2. Develop and oversee systems for collecting and compiling program data, including computerized records, to meet local, state and federal requirements.
3. Develop annual objectives and program plan based on assessed needs of participants.
4. Evaluate serving locations, serving schedules, food providers and closing procedures for each meal site.
5. Ensure that all meal sites meet sanitation and safety requirements and that paid and volunteer staff are trained in appropriate procedures. Ensure all training and certification requirements are met (on food safety and sanitation).
6. Oversee the contractors' planning of appropriate, nutritionally balanced meals based on RDA/DRI guidelines and federal program regulations, emphasizing quality and cost-effectiveness.
7. Develop a system of outreach to low-income, socially isolated elders and assist them in gaining access to the Nutrition Program and County Aging Units or community services.
8. Assist Site Managers in making referrals for participants to appropriate services.
9. Coordinate health, nutrition, education or recreation programs for the meal sites.
10. Develop and provide training programs for nutrition program staff and volunteers.
11. Develop and enforce local policies and procedures.

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12. Attend appropriate conferences, meetings and training pertaining to the position.
13. Perform other related duties required for the day to day operation of the program.

### **B. Nutritional Support Duties:**

\*Performed by or under the direction of a Registered Dietitian

1. Develop and review all monthly menu cycles to ensure that the meal pattern provides wide variety of foods which are appropriate for Title III recipients.
2. Provide nutrition analysis of all meals/menus if necessary.
3. Review all nutrition screening intake and assessment forms of participants.
4. Coordinate and provide nutrition counseling to participants who are at nutrition risk.
5. Coordinate and provide supportive nutrition information to staff.
6. Develop and review sanitation policies and procedures.
7. Assist in the provision of nutrition screening.
8. Develop and review food contracts.
9. Develop & implement nutrition education plan.
10. Maintain confidentiality regarding recipients' personal and medical information.

### **C. Fiscal Management**

1. Develop annual Nutrition Program budgets based on local, state and federal funding and program needs and service type.
2. Monitor revenues and expenditures in accordance with applicable federal and state authorizing legislation/administrative rules and local program requirements.
3. Develop, monitor and assess service contracts.
4. Develop and manage a purchasing system for food, serving and transporting supplies, and vehicles used to transport food.
  - a. develop and manage a system for allocating supplies and equipment to the meal sites
  - b. develop and maintain an accurate inventory system for supplies and equipment
  - c. develop and maintain an equipment replacement system and schedule
5. Oversee the development and implementation of long-term vehicle management including assessment of vehicle replacement needs and the vehicle procurement process.
6. Write and submit grant proposals for funding; conduct public hearings as necessary.
7. Develop a fund development strategy including building relationships with private foundations and major donors.
8. Develop a system for encouraging and collecting donations from program participants.

### **D. Personnel Supervision**

1. Supervise Meal Site Managers, Nutrition on-call substitutes, delivery personnel and office staff.
2. With the assistance of the SUN Board of Directors, oversee the selection process for new staff and volunteers.
3. Provide staff with initial orientation and coordinate ongoing training, which may include meal site management and/or cooking, proper sanitation and supportive nutrition education.
4. Develop job descriptions, work assignments and scheduling.
5. Conduct performance evaluations.

## **E. Public Relations**

1. Develop public awareness and support for the program through public speaking, media releases, etc. Disseminate information on the Nutrition Program and other County or community services for older adults to program participants and the general public.
2. Oversee social media and website communications.
3. Assist participants in advocacy for their own needs within the community and refer to appropriate agencies to ensure service linkages.
4. Maintain contact with participants and address their needs and concerns in development of annual goals and objectives.

## **F. Collaborative Functions**

1. Ensure that the SUN Board of Directors are well informed and knowledgeable regarding program operations.
2. Coordinate and facilitate SUN Nutrition Program Policy Advisory Council (PAC): meets quarterly.
3. Cooperate with County Aging Units Staff in developing and implementing programs and services.
4. Work cooperatively with State and Federal agencies in compliance with the Older Americans Act.
5. Work with Emergency Management in both counties, on emergency plan.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree in Business Administration Public Administration, Nutrition, Health or Human Services related field.
- Wisconsin Food Service Manager Certification or the ability to become certified as a Food Service Manager within six (6) months of employment.
- Minimum of three (3) years of supervisory experience.
- Current valid driver's license and the ability to maintain accessible and reliable transportation.
  
- Preference for Registered Dietician credentials
- Preference of Bachelor's in Dietetics
- Preference for previous experience in a Senior Nutrition Program or related field.

*Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.*

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of food service management and dietary requirements.
- Demonstrated initiative and ability to plan and implement service delivery systems.
- Computer skills, especially with Microsoft Office Suite, and knowledge of social media.
- Knowledge of sound personnel policies/procedures and ability to supervise.
- Knowledge of budgeting, fiscal management and public administration procedures.
- Knowledge of physical, psychosocial and economic conditions affecting older people.
- Ability to communicate effectively both verbally and in writing for grant proposals, speeches, media presentations, correspondence and reports. Able to listen effectively.

- Knowledge of County Aging Units, other County organizations and community groups and the services they provide for the elderly is helpful.
- Knowledge of bidding and contracting procedures.
- Ability to understand, accept, communicate and work with the elderly.
- Ability to establish and maintain effective working relationships with government officials and agencies, community organizations and groups, other employees and the general public.
- Ability to be flexible and able to work well under pressure; problem solve when unexpected situations arise.
- Ability to maintain confidentiality.
- Must possess and maintain a valid Wisconsin Driver's License and have access to private transportation at all times, for work related duties.

**PHYSICAL DEMANDS OF POSITION**

- Work requires frequent travel throughout the Counties, in-home assessments under possible unpleasant and potentially hazardous situations.
- Frequent: standing, walking, sitting, driving, speaking, listening, reading, typing/keyboarding.
- Occasional: bending, crouching, stooping, kneeling, pushing/pulling, lifting above/below waist (50 lbs.), going up/down steps.

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Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date