

Director of Programs and Community Outreach Job Description (LMSW or MSW)



Reports to: Executive Director
Salary Range: \$58,000-\$60,000

FLSA Status: Exempt/Salary
Date Developed/Updated: April 2025

Our mission: We are dedicated to keeping our older neighbors and friends healthy and safe by providing effective programs and supports to help them stay connected to our communities.

Summary: LifePath is seeking a self-directed, goal-focused individual to oversee its Senior Support Programs, which include two Social Adult Day Programs and three Senior Centers and manage its Community Outreach Program.

Essential Duties and Responsibilities include the following:

- Supervise the program managers of LifePath's two Social Adult Day Programs and three Senior Centers and ensure they provide relevant and engaging programs to older adults and their families.
- Ensure that LifePath's Adult Day Program, Caregiver Program and Senior Centers meet all state, federal, MLTC and County guidelines.
- Ensure that LifePath has a professional presence/appropriate role at the various events at which the aging providers of the Capital District gather, including but not limited to speaking at various conferences and community programs, participating in tabling events, and serving on relevant community committees.
- Responsible for programmatic grant oversight, ensuring grant deliverables are met.
- Develops strategic partnerships with key agencies/organizations in the community to build referral business to LifePath.
- Develops and expand LifePath's programs and services to ensure continued relevance in the Capital Region's aging services landscape.
- Provide staff support to the Board-Level Strategic Planning Committee, helping the committee formulate and maintain organizational and program-specific quality assurance objectives.
- Actively participate in agency-wide initiatives, fundraising, and public awareness activities.
- Ability to work a flexible schedule, including occasional evenings and weekends, and to cover for the program manager during their time off or at different locations.
- Other duties as assigned.

Qualifications:

- Four plus years related experience overseeing/managing multi-faceted programs and program staff required
- LMSW or MSW Desired
- Excellent communication skills (written and oral) required
- Attention to detail and the ability to track program data required