✅ Certified Senior Center Director (SDC)

Application Prep Checklist — Documents to Gather Before You Start

The SDC application requires broader documentation across leadership, personnel, and fiscal areas. Gather these materials before beginning the form.

Required Core Documents

- Current résumé (PDF or Word)
- Current position description
- Organizational chart showing your role/position
- Letter of recommendation or supervisor support letter

Center Criteria Narrative (Prepare in Advance — Paste Into Form)
Prepare a short written narrative describing how your senior center meets MASC Senior Center Criteria, including:

- Accessibility
- Hours of operation
- Transportation access
- Service to diverse and vulnerable older adults

Optional (Recommended) Center Support Materials

- Brochures or program guides
- Policies or procedures
- Schedules or calendars
- Accessibility or transportation information

Body of Knowledge — Program Examples (3 Required)

Prepare **1–5 supporting files for each program example**, such as:

- Flyers or brochures
- Program plans or agendas
- Marketing materials
- Evaluation and outcome reports
- Participation data
- Grant or funding support materials
- Partnership documentation

Personnel & Volunteer Management Documents

- Current organizational chart
- Sample position descriptions you oversee
- Staff and/or volunteer training materials
- Sample performance evaluation tools
- Staff/volunteer recognition documentation

Fiscal Management Documents

- Most current approved budget
- Recent financial reports (monthly or annual)
- Most recent audit summary (date and firm; report optional)

Professional Engagement Documents

Supporting proof of professional involvement, such as:

- Certificates or training records
- Conference agendas
- Presentations or publications
- Advocacy activities
- Board or committee service documentation

Link to Online Application: https://forms.gle/d5hHpEvC89PCrbEc6