✅ Certified Senior Center Program Manager (SPMC)

Application Prep Checklist — Documents to Gather Before You Start

To complete the SPMC online application, you will be required to upload multiple documents and supporting materials. Preparing these in advance will make the process much easier.

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)
You will submit three program examples. Prepare **1–5 supporting files for each program**, such as:

- Flyers or marketing materials
- Program agendas or outlines
- Curriculum or class plans
- Evaluation summaries or outcome reports
- Participation data
- Partnership or funding documentation
- Photos or screenshots (optional)

Link to Online Application: https://forms.gle/VMH8Ua1wokaZWGbr6