

SECTION 1 – INTRODUCTION

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A. MISSION STATEMENT:

The mission of the Parker Senior Center (PSC) is to enrich the lives of older adults, aged 50+, by providing engaging activities, shared meals, group outings, and lifelong learning in a safe, vibrant, and welcoming environment.

B. VISION STATEMENT:

We, the members and staff of the PSC, envision a dynamic and inclusive community, focusing on our mission and core values, where older adults can connect, thrive, and enjoy opportunities that stimulate the imagination and present endless possibilities for growth for our members, Town of Parker, and the surrounding communities.

C. CORE VALUES:

1. **Empower:** Encourage and support members to do something or act.
2. **Respect:** Show regard toward members for their abilities and worth.
3. **Growth:** Plan for the needs of members and the community in the future.
4. **Adaptability and Resilience:** Promote flexibility, physically, mentally, and emotionally, in a changing world.
5. **Curious Attitude:** Encourage members to be open to learning and trying new things.
6. **Innovation:** Explore and create ways in which to enhance the quality of members' lives, including the use of technology.
7. **Stewardship:** Act responsibly in use of PSC resources to fulfill our mission, vision, and core values. Use resources wisely for the benefit of members and the broader community.
8. **Transparency:** Be open, honest, and candid without any hidden agenda.

D. PURPOSE OF THE OPERATIONS MANUAL: To provide a comprehensive guide that outlines PSC policies, procedures, and practices to ensure consistency, clarity, and compliance in day-to-day activities.

E. OPERATIONS MANUAL REVISIONS:

1. **General:** All revisions shall be recorded in the appropriate Section Revision Logs. Any revision to the Operations Manual requires approval by the Board for Board related policies. Other revisions require at least one Board member initials. Policy revisions shall only be made by the Center Manager or Board Liaison to the Bylaws/Operations Manual Committee. The official Operations Manual shall be kept in the Center Manager's office.
2. **Old Records:** Maintain a separate 3-ring binder with section dividers that match the dividers used in the official Operations Manual. When a page is updated, remove the outdated version, have a Board member date, and initial it, then file it in the binder. The Old Records book shall be kept in the locked cabinet in the PSC basement.

F. ORGANIZATION STRUCTURE:

1. **Board of Directors:** The PSC Board represents and acts on behalf of the Parker Senior Center membership. The Executive Board consists of President, Vice President, Secretary, Treasurer, Inside Directors 1, 2, and 3. Outside Directors 1 and 2, Town Council and Town Staff Liaisons are advisory and non-voting members of the Board. The 2026 Board of Directors (Board) and their contact information are as follows:

NAME	POSITION	PHONE	E-MAIL
Marie Glees	President	815-289-9779	meglees@aol.com
Tom Frame	Vice President	720-427-9781	Tomframe@comcast.net
Debra McHenry	Secretary	443-223-5130	Damchen50@yahoo.com
Jim Noon	Treasurer	303-906-3658	Jimnoon88@gmail.com
Kam Breitenbach	Inside Director 1	303-841-7368	kamirebreitenbach@gmail.com
Jim Austin	Inside Director 2	720-583-0209	j.austin@yahoo.com
Tim Cattrysse	Inside Director 3	720-717-5510	tcattrysse@yahoo.com
Dr. Megan Burke	Outside Director 1	610-716-1428	Burke.megan@gmail.com
Bobby Rogers	Outside Director 2	303-805-6407	brogers@cobnks.com
Todd Hendreks	Town Council Liaison	720-235-2313	thendreks@parkeronline.org
Mary Colton	Town Staff Liaison	303-805-3261	mcolton@parkerco.gov

Tracy Wolbach	Center Manager	443-962-2749	tracy@seniorcenter.org
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2. Paid Staff

- a. Center Manager: Tracy Wolbach
- b. Assistant Manager: Robin Herbka
- c. Chef: Joe Fabio
- d. Janitorial Staff: Joe Fabio

3. **Organization:** The organization structure is shown in the Organization Chart on the next page.

2026 Parker Senior Center Organizational Chart

