

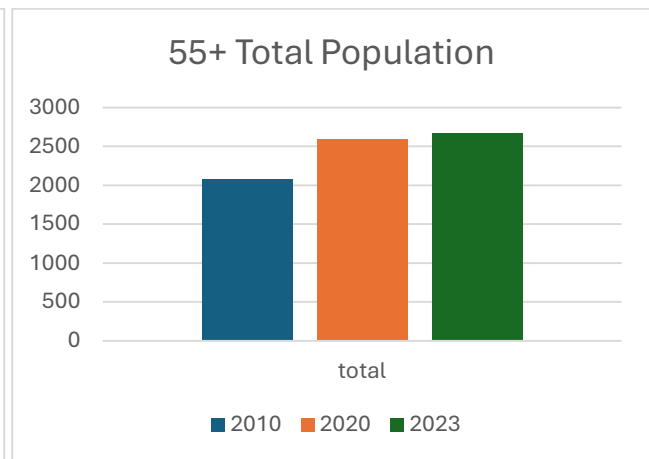
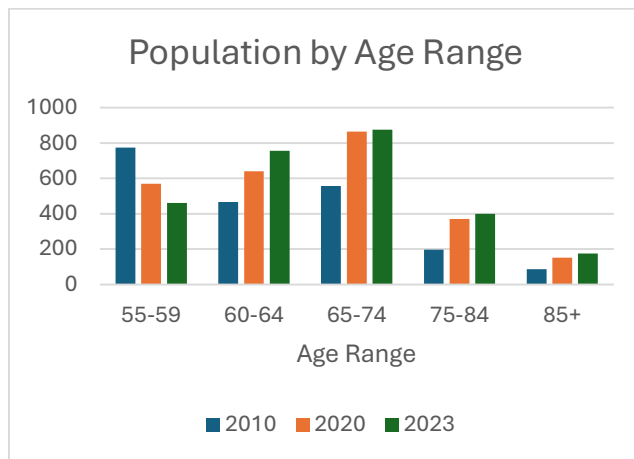
Swan Lake Senior Center: Program Use Case

1. Introduction & Vision

The Swan Lake Senior Center (SLSC) is envisioned as a vibrant, multi-functional community hub operated by the Parks and Recreation Division. Its primary mission is to enhance the quality of life for one of Sitka's most vulnerable populations, senior citizens. Program opportunities in the SLSC include health and wellness activities, interpersonal social connections, education, and engagement with the broader community. Secondly, the SLSC will serve the broader community by offering accessible and affordable spaces for meetings, events, and commercial food preparation needs.

2. Target Audience

- **Primary:** Citizens 55+ (as defined by Parks & Recreation policy).
 - **Growth in Senior Population:** The 65+ age group was the fastest-growing segment of Sitka's population between 2010 and 2023, with an increase of 72.29%. Even with a decline in projected age population of 55-59 year olds, over all increases in the target audience population accounts for a 28.18% increase from 2010 to 2023.
 - **Projections:** 2023 Projections for Southeast Alaska suggested a significant increase over the 2010 Census in the senior population, the Alaska Commission on Aging (ACoA) Senior Snapshot indicates that Sitka's senior group is projected to increase by 31% in less than 15 years.



- **Secondary:**
 - Local community groups and non-profit organizations.
 - Parks and Recreation Department staff and program participants (all ages, where appropriate).
 - Community members seeking space for private rentals (reunions, receptions, birthday parties).
 - Food entrepreneurs or caterers requiring certified kitchen access.

3. Facility Spaces & Intended Uses

3.1. Multi-Purpose Common Space

- **Core Function:** Primary activity and social hub for senior programming. Adaptable space for larger community events and rentals.
- **Parks & Recreation Programming Use Cases:**
 - **Senior Connection Programs:** Coffee hours, potlucks, luncheons, game days (cards, bingo, board games), social clubs (book clubs, knitting groups), dances, holiday parties, guest speaker presentations.
 - **Exercise & Wellness Programs:** Low-impact aerobics, chair yoga, Tai Chi, preventative balance and mobility classes, meditation sessions, health screening events (in partnership with health organizations).
 - **Educational & Enrichment Programs:** Technology workshops, arts and crafts classes, lifelong learning lectures, financial planning seminars, cooking classes, health and aging educational presentations.
 - **Organizational Partnerships:** Partnering with senior service organizations (Braveheart, AARP), health and wellness (SEARHC, Center for Community, SAIL), general community service (Sitka Public Library, STA, State of Alaska) and Catholic Community Services to support specific program goals and senior needs.
- **Rental Use Cases:**
 - **Party Rentals:** Birthday parties (especially for milestone senior birthdays, but open to community), anniversary celebrations, family reunions, small receptions.
 - **Community Gatherings:** Club meetings too large for a traditional boardroom, planning meetings, workshops, small events and exercise groups.
- **Key Features:** Flexible seating arrangements (round tables, rectangular tables, chairs), durable flooring, integrated audio-visual system (projector, screen, speakers, microphone), adequate lighting, storage for program supplies and furniture.

3.2. Commercial-Grade Kitchen

- **Core Function:** Support food-related programming and provide a rentable, certified space for food preparation.
- **Senior Programming Use Cases:**
 - **Program Support:** Preparation area for senior luncheons, potluck supplements, coffee hour refreshments, snacks for center events.
 - **Food Prep:** Light preparation for cooking classes or demonstrations held in the Common Space (or kitchen itself if space allows).

- **Rental Use Cases:**
 - **Small Business Incubator:** Caterers, bakers, or food artisans needing a certified kitchen on an hourly/daily basis for production (subject to health dept. regulations and P&R policy).
 - **Community Group Events:** Groups renting the common Space who need to prepare or stage food for their event.
 - **Cooking Classes:** Independent instructors renting the kitchen to offer specialized cooking classes to the community.
- **Key Features:** Certified compliance with health codes, commercial-grade appliances (oven, stovetop, refrigerator, freezer, dishwasher), multi-compartment sinks, stainless steel prep surfaces, adequate ventilation, fire suppression system, storage for kitchen equipment, separate access potential for renters.

3.3. Board Room / Meeting Space

- **Core Function:** Provide a dedicated, professional space for smaller meetings and group work.
- **Parks & Recreation Programming Use Cases:**
 - **Parks & Recreation Meetings:** Staff meetings, advisory board meetings, quarterly senior program coalition meetings, volunteer training sessions.
 - **Focused Senior Programs:** Smaller group discussions, support groups, committee meetings for senior clubs, focused workshops requiring a quieter environment.
- **Rental Use Cases:**
 - **Community Group Meetings:** Non-profit board meetings, civic group planning sessions, study groups.
 - **Small Business Meetings:** Off-site meetings for local businesses or entrepreneurs.
- **Key Features:** Conference table(s) and comfortable chairs, whiteboard or flip chart, potential for A/V (monitor/projector), adequate lighting, sound dampening for privacy, access to Wi-Fi.

4. Operational Considerations

- **Scheduling:** Use of current P&R scheduling system to manage P&R programming, community group bookings, and private rentals across all spaces, minimizing conflicts.
- **Hours:** Primary hours of operation for Senior programming 9:00 am – 4:00 pm, additional rental and operational hours could be coordinated after standard business hours.

- **Staffing:** Dedicating P&R staff to coordinate program instructors, front desk/support staff. Part Time temporary staff would be dedicated to additional program and rental hours outside of standard business hours.
- **Fee Structure:** Clear policies and fee schedules for facility rentals (hourly/daily rates, non-profit discounts, kitchen-specific fees, deposit requirements). Potential fees for specific P&R programs and clear policy set for providing reduced fee or free programs.
- **Policies & Procedures:** Will follow current P&R facility rules for use, liability/waiver requirements, setup/cleanup expectations, cancellation policies and key/access control and sign outs. Will need to develop food safety guidelines and kitchen use expectations policies.

5. Expected Outcomes & Benefits

- Reduced social isolation and increased community connection among senior citizens
- Improved physical and mental well-being for senior participants.
 - KPIs measured through surveys and program participation – conduct regular [community well-being index survey](#)
- Increased partnership potential with other senior-focused organizations
- Provision of affordable, accessible meeting and event space for the community.
- Support for local non-profits and small businesses (especially food-based).
- Expanded reach and engagement for Parks and Recreation Division programs.
- Potential for revenue generation through program, participation and rental fees to offset operational costs.