



Senior Community Center Administrator

Ferguson, MO (63135) 7:00 a.m. – 3:00 p.m.

(40 hrs./wk.) Mon-Fri No Evenings or Weekends!

General Description:

- Directs & oversees operations of a cooking senior community center including direct supervision of staff
- Represents the agency and its programs to the community, host agency, volunteers and participants
- Responsible for related data collection and submission
- Responsible for volunteer recruitment and oversight
- Provides informational & educational outreach in the local community
- Works with senior participants, community partners and senior center support committee to develop and implement programming for the center
- Assesses the needs of home bound meals on wheels program participants as well as senior center congregate participants and promotes other agency services through appropriate internal referral processes

Requirements:

- High school Diploma or equivalent (some college preferred)
- Working knowledge of Microsoft Word, Excel and Outlook software programs
- Three years of supervisory/management experience
- Prior experience in public speaking and working with volunteers is desirable
- Excellent written and verbal communication skills
- Valid Missouri Drivers License and automobile insurance as required by the State of Missouri for occasional work related local travel
- Must have or be willing to obtain COVID-19 Vaccination(s)

Benefits Package:

- \$1,448.80 bi-weekly salary (40hrs./wk.)
- Medical, PPO or HSA
- Dental
- Excellent Retirement Savings Plan
- 13 Paid Holidays
- 12 Days' Vacation Pay
- 12 Days' Sick Pay
- Life Insurance with buy up options

Interested in this position? Contact H.R. Specialist Laura Reich Direct ph: (636) 207-4231

lreich@agingahead.org EOE

Diverse candidates are encouraged to apply