



Senior Community Center Administrator

Sullivan, MO 63080

7:00 am – 3:00 pm M-F (40 hrs./wk.)

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
- Experience in food service, the field of aging, or volunteer management
- Excellent written and verbal communication skills
- Valid Missouri Class E Driver's 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 Vaccinations(s)

Benefits Package:

- \$37,688.80 Annual Salary / Exempt position
- 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.