



## **Senior Community Center Administrator**

**St. Clair, MO 63077**

7:00 am – 3:00 pm M-F (40 hrs./wk.)

### **General Description:**

- Directs and 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 and 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' experience in a position where management skills were exhibited; professional supervisory experience preferred
- Demonstrated ability to manage time, people, and resources. Effective verbal and written communication skills
- Ability to interpret and apply rules, regulations, and policies
- Valid Missouri Driver's License and minimum automobile insurance for occasional work-related local travel
- Ability to lift 40lbs from floor to waist, carry up to 30lbs for 50ft and stand for up to 4 hours
- Must have or be willing to obtain Hepatitis A and COVID-19 Vaccination(s)

### **Benefits Package:**

- \$20.00/hr. Salaried/Exempt position
- Medical, PPO or HSA
- Dental
- Retirement savings plan
- 13 Paid Holidays
- 17 Days PTO
- Life Insurance with buy-up options

*Interested in this position?*

*Contact H.R. Specialist Laura Reich*

*Direct ph: (636) 207-4231*

Submit Resumes to: [Lreich@agingahead.org](mailto:Lreich@agingahead.org)

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