



Senior Community Center Administrator
O'Fallon, MO 63366

7:00 am – 3:00 pm Mon-Fri (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
- Supports a collaborative and respectful environment that welcomes and encourages diversity, inclusion, and equal access to opportunity for employees and participants

Requirements:

- High School Diploma or Equivalent (some college preferred)
- Working knowledge of Microsoft Word, Excel, and Outlook software programs
- Must have or be willing to obtain a Class E Drivers License
- 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 Vaccination(s) & become CPR-certified

Benefits Package:

- \$21.20/hr. Salaried/Exempt position
- Medical, PPO or HSA
- Dental and Vision
- 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

EOE