

SENIOR CENTER MANAGER

POSITION: MANAGER JOB #200603
DEPARTMENT: PARKS & RECREATION / SENIOR CITIZENS CENTER
STARTING SALARY RANGE: \$52,657 TO \$55,948 PER YEAR

Do you have a passion for serving others? Are you hardworking, trustworthy and a team player? If you answered yes, the City of Edmond is the place to grow your career!

DUTIES:

- Organizing, directing and supervising a diverse program of activities and services at the Edmond Senior Citizens Center.
- Responsible for developing a well-rounded program for senior citizens.
- Oversee advertising, publicity, and promotion of programs and services with program coordinator.
- Oversee all social, recreational, physical, educational, health and cultural programs and activities.
- Prepare and oversee annual budget, strategic plan, QPR's, and revenue account.
- Coordinate the monthly Senior Center Advisory Committee, financial reports, and minutes of the meeting.
- Supervise a small group of employees.

QUALIFICATIONS:

- Broad knowledge of fields such as accounting, marketing, business administration, finance, etc.
- Equivalent to a four-year college degree, plus three years related experience and/or training and two years related management experience. Or equivalent combination of education and experience.
- Bachelor's degree preferred with major work in recreation, sociology, gerontology, or a related field.
- Certification in First Aid and CPR.

APPLICATIONS WILL BE ACCEPTED UNTIL: WEDNESDAY, JULY 17th

APPLY ONLINE AT www.edmondok.com/jobs

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