



## Serving Older Adults is hiring!

Serving Older Adults of Southeast Wisconsin Inc. (SOA) manages 5 Senior Centers for Milwaukee County and creates and delivers educational, social, and recreational activities for older adults, including lunch 5 days per week. We are currently looking to hire a full-time **Senior Center Manager** to join our team at the McGovern Park Senior Center. We are looking for candidates who are passionate about serving older adults and are visionary about creating and expanding services.

**Must apply with cover letter and resume.**

### Job Responsibilities

The **Senior Center Manager** oversees a variety of educational and leisure programming for older adults. In addition, this position manages daily operations including program scheduling, supervision of Program Coordinators, Custodians, Dining Staff, instructors and volunteers. The ideal candidate will be self-motivated, able to inspire and lead staff in creative and effective programming and works to expand and manage relationships with community partners who share our mission and vision.

### Qualifications

Qualifications include supervisory experience, educational and leisure programming experience, proficient computer skills, and experience producing timely and accurate reports. Bachelor's degree beneficial but not required. Benefits include health, dental, vision, life, short-term and long-term disability insurance, 401(k) Plan, 4 weeks Paid Time Off, 8 Holidays, and a fun, casual work environment. Must be able to occasionally work evenings and weekends, have a driver's license, insurance and vehicle, and the ability to lift and carry up to 25 pounds.

Job Type: Full-time

Pay: \$40,500.00 per year

This Job Is:

- A job for which all ages, including older job seekers, are encouraged to apply
- Open to applicants who do not have a college diploma
- A job for which people with disabilities are encouraged to apply

Company's website: [www.servingolderadults.org](http://www.servingolderadults.org)



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