

Job description for the Kemmerer Senior Center Director

Responsibilities: The Director is responsible for the operation, planning, organizing, directing, staff hiring and firing, and budgeting the various aspects of the Senior Center operations.

Director will:

- Ensure organizational compliance with federal, state, county, and city regulatory provisions.
- Implement policies and directives received from the Board of Directors.
- Develop and update the Center's financial budget for the center.
- Seek out and develop grants and submit to board for approval.
- Maintain documentation for the Mill Levy and attend all Mill Levy Board meeting.
- Schedule the annual financial Audit and work with Auditor in preparation for the audit.
- Prepare and present monthly accurate financial reports to the Board of Directors.
- Prepare and submit monthly and quarterly reports as required by State and Federal Agencies.
- Respond to all communications in a timely manner.
- Develop and utilize effective calendaring process for all the organizations events.
- Build and maintain relationships with local organizations.
- Prepare agenda and Board packets for Monthly Board meeting.
- Prepare updates to the Board of any policies that need reviewed or updated.
- Through various media outlets, improve community awareness of the benefits and services offered to senior citizens by the organization.
- Supervise daily operations to ensure maximum utilization of staff hours and food commodities.
- Provide orientation training, probationary and annual reviews for all staff.
- Conduct staff training both in-house and with other trainers.
- Advocates for, advises, and guides seniors as needed
- Works with all staff members to create and maintain a welcoming and friendly atmosphere for the senior center.

Qualifications

- High School Diploma or equivalent degree required
- Proficient in Microsoft Office products
- Strong interpersonal and communication skills
- Writing skills, organizational skills, and ability to delegate
- Creativity and flexibility in program planning
- Compassionate and respectful manner with older adults
- Ability to work collaboratively in a team-oriented environment
- Previous work or service with non-profit boards a plus

This is a Full-time benefited position which includes sick leave, vacation, and Wyoming retirement.

Position is open until filled

To Apply click the link at the top of the page