

Recreation Program Manager

Organization: Kemmerer Senior Citizens Center

Position Type: Part-Time (approx. 20 hours per week)

Job Summary

Kemmerer Senior Citizens Center is seeking an energetic, organized, community-minded Part-Time Recreation Program Director to design, implement, and oversee our senior socialization, wellness, and supportive service programs.

In this role, you will be the heart of our center's daily culture—creating a welcoming, vibrant environment for independent older adults (ages 60+). Beyond planning dynamic monthly calendars, you will serve as a vital coordinator for our **Title III-B federally funded supportive services**, ensuring all programming meets state compliance, targeting guidelines, and data-tracking standards.

Key Duties & Responsibilities

Program Design & Community Engagement

- Calendar Management and Activity Planning
- Targeted Outreach & Community Partnerships

Title III-B Compliance & Data Administration

- Database Management including unit tracking and time and allocation tracking.
- Donation & Program Budget Management

Volunteer & Facility Coordination

Marketing and Communications

- Agency-Wide Newsletter Publication
- Shared Advertising Sales & Allocation
- Social Media Management

Qualifications & Experience

- **Education:** High school diploma or equivalent required; Associate's or Bachelor's degree in therapeutic recreation, gerontology, social work, or a related field is highly preferred.
- **Experience:** Minimum of 1-2 years working with older adults, community recreation, or event planning.
- **Administrative Skills:** Strong computer literacy, including proficiency in Microsoft Office (Word, Excel) and an ability to learn specialized grant-tracking databases and marketing software.
- **Core Competencies:** Outstanding interpersonal communication skills, patience, and a genuine passion for enriching the lives of senior citizens.
- **Compliance Mindset:** Prior experience working within a grant-funded environment (such as Title III OAA or DOT transit programs) is a major plus.

- **Background Check:** Must pass a mandatory criminal background check and hold a valid driver's license.