



The City of Pelham is currently seeking to fill our full time position for **Senior Center Manager**. This job involves managing the daily operations of the Pelham Senior Center which includes but is not limited to the following essential job functions:

- Develops, implements and schedules all programs and activities at the Senior Center
- Studies and analyzes recreational needs and resources for our seniors in the community
- Supervises, trains and evaluates direct reports; addresses employee concerns and problems
- Identifies, contacts, schedules and evaluates independent instructors
- Supports Assistant Director of Parks and Recreation in conducting market research and developing short and long range goals and objectives
- Coordinates programs and services with local agencies on aging and service providers for senior adults
- Plans and coordinates off site outings and overnight trips
- Drives city vehicles when needed
- Develops newsletter, fliers, and displays to promote interest in Senior Center programs
- Maintains and markets programs and activities on Senior Center social media

Education/Experience:

Bachelor's Degree plus one to two years related experience and/or training; or equivalent combination of education and experience. Commercial Driver's License Preferred.

Salary Range: \$39,794 - \$55,426 based on qualifications and experience. The City also offers an excellent benefits package.

Applicant must satisfactorily pass a background investigation and pre-employment drug screen after receiving conditional offer of employment. Applications are available on this website and can be downloaded. Completed applications may be emailed to HR@pelhamalabama.gov, or mailed to the City of Pelham Human Resources at P.O. Box 1419, Pelham, AL 35124, or may be dropped off in person. Position posted until filled. First review October 9, 2019.

City of Pelham is an Equal Opportunity Employer and is E-Verify compliant.