

NOW HIRING



AREA AGENCY ON AGING OF SOUTHEAST ARKANSAS, INC.

NOTICE OF AVAILABLE POSITION

Starting Date: Immediately

Date Posted: 11/21/2024

Position : Senior Center Coordinator

Qualifications :

- A college degree or equivalent in experience with preference for aging and nutrition services.
- Must have at least five (5) years' experience in supervisory and managerial positions.
- Must be able to communicate with others and solve problems in a fair and equitable manner.
- Must be able to travel to other locations as required by job duties.
- Must be able to manage multiple projects in an organized manner.

Trained to perform the following duties:

- Provide leadership, direction and guidance within the Senior Center/Nutrition programs.
- Coordinate the services and programs within the Senior Center/Nutrition program to ensure quality services are provided in accordance with all federal and state program regulations and guidelines.
- Participate in the development of departmental goals and objectives.
- Evaluate senior center and food service contracts according to established assessment policies.
- Oversee the recruitment, selection, placement, training and supervision of necessary staff in accordance with agency's approved personnel policies.
- Assist in the development and provision of staff training for department personnel.
- Ensure that program records and inventory are maintained in a secure and accurate manner.
- Prepare reports as necessary to maintain programmatic accountability and obtain statistical data for use in planning.
- Review and distribute approved cycle menus and recipes to food service personnel and center managers on a timely basis.
- Evaluate the performance of staff directly supervised and furnish to Vice President of Community Services.
- Attend workshops and training courses available to be effective in the planning and operation of the Senior Center/Nutrition program.

Directions for applying: You may go by the following location and complete an application or email/fax your resume to the email address below:

Address: 211 West 3rd Suite 250 A, Pine Bluff, AR 71601

Fax: (870) 200-9986

Email: careers@aaasea.org

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