

Center Coordinator

Date Posted:	June 12, 2026
Job Type:	Full time (37.5 hours per week)
Salary:	\$34,500 – 39,000 Annual, commensurate with experience
Supervisor:	Manager of Center Services
Location:	Walker Center
Apply Instructions:	Email your cover letter and resume to Sarah Reichert at careers@seniorneighbors.org
Deadline:	Resumes must be received no later than June 22, 2026

Position Summary

Oversee the operations of the Senior Center, plan activities and outings; oversee meals program and overall well-being of older adults.

Essential Duties and Responsibilities include the following. *Other duties as assigned.

- Monitor and manage the day-to-day operation of the senior centers.
- Design, schedule, and implement senior center activities, including health, recreation, and educational classes, special programs, and support services.
- Provide information and referral support as necessary and facilitate access to Senior Neighbors' services and other community resources for center participants.
- Develop regular outreach activities designed to recruit and retain center participants.
- Work in a team with center staff and volunteers to plan center activities and write the center newsletter.
- Work with neighborhood organizations and other local groups and individuals to inform the community of activities and increase participant involvement that helps grow the center.
- Recruit, train, supervise, and recognize staff and volunteers to support center activities and services.
- Provide staff support to center advisory council.
- Compile and organize center records for use in center reports (month end, meals & transportation program income money, Meals on Wheels weekly and monthly paperwork).
- Participate in staff training and required conferences.

Qualifications**Education / Experience**

- Bachelor's degree in communications, recreational therapy, non-profit management, or a related field preferred.

Competencies

- Intermediate experience in communications and marketing within a non-profit organization.
- Advanced written and verbal communication skills with attention to detail.
- Ability and willingness to participate in public speaking events.
- Strong interpersonal skills and ability to understand and effectively work with a wide variety of human dynamics and behavior.
- Positive attitude, knowledge of general business etiquette, ability to speak with community members and work well with volunteers and committees.

- Intermediate skills in Microsoft Office suite, email, and general internet functions required.
- Intermediate ability to use remote software such as Zoom, Teams, and other programs.
- Strong organizational and project management skills.
- Ability to set and achieve goals, be organized, efficient and meet deadlines.
- Strong program management, planning skills and experience.
- Ability to prioritize tasks, manage time effectively, and work independently.

Special Licensing

- ServSafe Manager Certified required within 90 days of hire date.
- Certified Therapeutic Recreation Specialist (CTRS) credential preferred.

Expected Hours of Work

- Standard office hours are M-F 8:00 am-4:30 pm.

Physical Demands / Work Environment

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 25 pounds at a time.
- Occasional travel to complete duties and responsibilities.
- Must have a valid driver's license, satisfactory driving record and access to private transportation that meets state insurance requirements and vehicle safety standards to use on agency business.

Equal Employment Opportunity Statement

Senior Neighbors is an equal opportunity employer.

- Committed to promoting diversity, inclusion, and a racism-free culture in the workplace and our community.
- Committed to offering reasonable accommodation to job applicants with disabilities. If you need assistance or an accommodation due to disability, please contact us.
- Provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetics in accordance with applicable federal, state, and local laws.

*Other duties - Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.