

# RUFTY-HOLMES SENIOR CENTER

Serving Rowan County, NC Older Adults

www.ruftyholmes.org

1120 S. MLK Jr. Ave, Salisbury, NC

704-216-7715

## JOB OPENING

*Rufty-Holmes Senior Center is nationally accredited and a NC Center of Excellence which serves 4,000 Rowan County Older Adults, providing Fitness & Wellness classes, Lifelong Learning, Trips, Outreach services, and area Lunch Clubs. The Facility includes a fitness gym, indoor aquatic pool, meeting rooms, café, offices.*

### **Program Manager**

The Senior Center Program Manager is a full-time professional level position that facilitates and supervises staff and volunteers in offering programs, activities and services for older adults of Rowan County in the areas of Lifelong Learning, Civic & Social Engagement and Leisure Travel. This is a management position and works under the direction of the Executive Director.

#### **Responsibilities:**

**Plan and Facilitate day to day Center Programs**, offering a variety of activities and events, on-site, off-site, and thru virtual platforms using interactive technology. Works closely with Center clubs, organizations, volunteers and community, offering innovative programs for those ages 55 thru 100

**Manage Front Desk Staff and Operations**, supervise staff, facilitate front desk operations

**Research, plan and facilitate Leisure Travel program**, including local, day and overnight trips

**Promote Center programs** thru a variety of media. Experience with publishing software needed

**Schedule use of Center's Facilities, generate required reports, evaluate** programs and events

#### **Qualifications:**

College or university degree in human service or related field; 5 years comparable experience considered  
Experience interacting with Older Adults

Proficiency in use of a computer and related software, as well as video conferencing software

Experience supervising other employees in day to day operations and goal attainment

Ability to relate well with staff, volunteers, older adults, and the general public

Ability to work independently with completion of tasks in an acceptable time frame

Valid NC Driver's License, mileage reimbursement provided

**Benefits:** Health Insurance, Paid Time Off, Paid Holidays, 403b retirement matching funds

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**To Apply:** If interested, or know someone who would be great for this position;

**Please submit a resume to:** [director@ruftyholmes.org](mailto:director@ruftyholmes.org)

Or mail or drop off to: 1120 S. MLK Jr. Ave., Salisbury, NC 28144

**Application Deadline September 11, 2020**