

JOB OPENING

Location: Corbin Senior Citizen Center

The Corbin Senior Citizen Center is a non-profit organization that helps older adults engage, enrich, and empower their lives through wellness, social, recreational, and educational programs and services throughout the community. Services include meals and home care assistance.

Job Title: Center Director

Job Description:

The Director is responsible for the daily operations of the Corbin Senior Citizen Center. The Director reports directly to the Board of Directors of the Corbin Senior Citizen Center. The Director provides overall supervision of the activities of all employees of the Corbin Senior Citizen Center. The Director keeps the Corbin Senior Citizen Center Board of Directors advised of status of service delivery and recommends appropriate changes when necessary.

Requirements

Must submit to having a criminal background check performed

Must submit to and pass drug test

Must submit to annual TB skin test

Ability to plan and organize programs and activities

Ability to provide orientation and training of new staff

Ability to speak before public groups

Salary and benefits will be discussed during interview.

Resumes must be submitted to: Beverly Faulkner at corbinseniors@bellsouth.net or mailed to:

Corbin Senior Citizen Center
P.O. Box 1087
Corbin, Ky. 40702

*No relocation services available