**EMPLOYMENT OPPORTUNITY**

 **FACT SHEET**

**POSITION: SAC Site Manager**

**LOCATION: Glenwood Senior Activity Center**

**HOURS: 8:00am - 4:00pm**

**FULL-TIME: X PART-TIME:**

**APPLICATION DEADLINE: Until filled**

**DATE POSITION TO BE FILLED: As Soon As Possible**

**SALARY: $15.23**

**JOB DUTIES:**

**Directs the total operation of the center, including ensuring compliance with performance standards, licensing requirements, applicable laws, regulations, funding requirements, and plan and manage all the daily activities and programs.**

**Coordinate senior activity center programs with activities of other community organizations.**

**Supervises paid employees, public service employees and volunteers.**

**Supervises the preparation and delivery of meals, social services and activity of participants.**

**Maintains and reports accurate daily, weekly and monthly records and monitors budget/purchases/petty cash and process payroll.**

**Oversee food purchases and monitor food costs and inventory.**

**Coordinate and participates in all fund raising activities and generation of donations.**

**Certify client eligibility and recruit new participants and volunteers.**

**Ensure that the physical environment is safe and clean, responsible for the inspection of the building, equipment, and grounds frequently and makes reports pertaining to facility and purchase cleaning supplies as needed.**

**Other duties as assigned.**

**EDUCATION REQUIREMENTS: Associate’s Degree or equivalent from two year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience preferred.**

**EXPERIENCE NEEDED: Must have supervisory experience with good math, computer and people skills.**

**OTHER REQUIREMENTS: Criminal Background Check and Pre-employment & random drug/alcohol screenings. Must have a safe driving record and occasionally must lift and/or move up to 25 lbs.**

# “EQUAL OPPORTUNITY EMPLOYER”

**Central Arkansas Development Council**

**To download Employment Application go to** [**www.cadc.com**](http://www.cadc.com/) **or for more information call 501-315-1121**