

# AREA AGENCY ON AGING OF SOUTHEAST ARKANSAS, INC.

## NOTICE OF AVAILABLE POSITION

Starting Date: Immediately Date Posted: 12/1/2023

Position: Warren Senior Center Manager- Warren

### Qualifications:

- High school diploma or equivalent
- Must have managerial skills
- Experience working with the elderly is a plus

### Will be responsible for:

- Setting up and service of meals (in center and home delivered meals)
- Planning and implementing events and functions
- Recruiting and training staff
- Daily operation of the center
- Responsible for vehicles assigned to center to be kept in safe, operational condition at all times
- Attending training courses and workshops
- All other duties as assigned

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We are an Affirmative Action/Equal Opportunity Employer