

Senior Center Director

Mission Statement

The mission of Guernsey County Senior Citizens Center, through the services it provides, is to promote the nutritional, physical, emotional, social and economic well-being of older adults, and to promote their participation in all aspects of community life.

Position Overview

The Senior Center Director provides strategic leadership, operational oversight, and programmatic direction for a community-focused senior center. This role ensures the delivery of high-quality services, fosters a culture of service excellence, and upholds the organization's mission through effective management, community engagement, and responsible stewardship of resources. Ability to manage and administer all aspects of the Senior Center including planning, supervising, managing and overseeing the day-to-day operations as well as providing all Senior Citizen services, including Congregate and Home Delivered meals, Outreach and Wellness, Homemaking and Personal Care, Transportation and Social Services.

Responsibilities

Leadership & Strategic Direction

- Provide overall leadership, vision, and strategic direction for all senior center programs and services
- Ensure alignment with the organization's mission, values, and commitment to service excellence
- Maintain the utmost level of confidentiality, integrity, and use of good judgment and discretion
- Lead long-term planning efforts, including program expansion, community needs assessment, and organizational development
- Develop and implement policies, procedures, and operational standards to ensure high-quality service delivery

Program Development & Service Delivery

- Design, implement, and evaluate programs that support older adults' social, emotional, physical, and cognitive well-being

- Maintain a high standard of service excellence across all activities, services, and interactions
- Oversee daily operations, including meal programs, transportation, homemaking, personal care, wellness initiatives, educational workshops, and social events
- Monitor program effectiveness through data collection, participant feedback, and continuous improvement practices
- Ensure accessibility, inclusivity, and cultural responsiveness in all programs

Financial Management & Compliance

- Develop and manage the annual budget in collaboration with organizational leadership
- Oversee financial operations, including purchasing, reporting, and resource allocation as well as all accounting functions
- Proper use of all Center owned bank accounts including checking, credit card, certificates of deposit, etc
- Oversee and budget for all funding sources including local Senior Services tax levy, local Meals on Wheels tax levy, Title III funding, Passport funding, Waiver funding, ODOT funding, Job and Family Services Medicaid transportation funding and other funding sources, as well as both corporate and public donations
- Ensure compliance with nonprofit regulations, grant requirements, and local/state/federal guidelines
- Familiarity of non-profit accounting software including Momentive/Abila
- Maintain accurate records, documentation, and reporting systems

Community Engagement & Partnerships

- Build and maintain strong relationships with community, state and federal organizations, service providers, funders, and local agencies
- Represent the senior center at community events, meetings, and outreach activities
- Promote programs and services through public relations, presentations, and community engagement efforts
- Collaborate with partners to expand services, enhance program offerings, and strengthen community impact

Fundraising, Grants & Development

- Support grant writing, reporting, and compliance activities
- Assist with donor engagement, fundraising campaigns, and special events
- Identify new funding opportunities to sustain and expand programs
- Maintain accurate data and documentation for all development activities

Facility Oversight & Safety

- Ensure the senior center facility is safe, welcoming, and well-maintained
- Oversee safety protocols, emergency procedures, and risk-management practices
- Coordinate with vendors, maintenance staff, and contractors as needed

Minimum Qualifications

Required

- Associate's degree in social work, gerontology, accounting, business administration, human resources, nonprofit management, human services, or a related field
- Minimum 3–5 years of progressively responsible experience in nonprofit leadership, senior services, human services, or community-based program management
- Demonstrated ability to lead staff and volunteers, manage budgets, and oversee daily operations
- Proven commitment to service excellence, continuous improvement, customer service, and mission-driven leadership
- Strong organizational, analytical, and problem-solving skills
- Excellent written and verbal communication skills
- Proficiency with office software including Microsoft 365, data tracking systems, and reporting tools
- Ability to work collaboratively, maintain confidentiality, and uphold ethical standards
- Ohio Department of Health License
- Continuing Education, CEUs

Preferred

- Bachelor's or master's degree in social work, gerontology, accounting, business administration, human resources, nonprofit management, human services or a related field
- Experience working directly with older adults
- Knowledge of community resources, senior-center operations, and aging-services best practices
- Experience with grant writing, fundraising, donor relations, or program evaluation
- Familiarity with state and federal regulations related to senior services, nutrition programs, transportation, homemaking/personal care and nonprofit compliance

Benefits

- Competitive salary commensurate with experience and education, (pay range \$70,000.00 to \$80,000.00)
- Health and vision insurance options (Company pays 90% of the cost, employee pays 10% of the cost)
- Paid time off, including vacation, sick leave, and holidays
- Retirement plan option
- Professional development and continuing education opportunities
- Supportive, mission-driven work environment
- Opportunities for leadership growth within a community-focused nonprofit

Work Environment

- Professional, community-based nonprofit setting including office, program, common areas and off-site locations
- Regular interaction with older adults, staff, volunteers, and community partners
- Dynamic environment requiring the ability to manage multiple priorities
- Occasional evening or weekend hours for programs or events
- Some off-site meetings, trainings, or community engagements

Physical Requirements

- Ability to remain seated for extended periods during administrative tasks
- Ability to move throughout the facility to observe programs and assist participants
- Ability to lift or move items up to 25 pounds
- Ability to set up and break down program spaces
- Visual and auditory capacity to communicate effectively and review documents
- Ability to respond appropriately in emergency situations

Application Instructions

Interested candidates are invited to submit the following materials:

- Résumé
- Cover letter describing interest and alignment with the mission
- Three professional references (including at least one former supervisor)
- A completed application

Submit materials to **Rhonda Foraker (admin@guernseysenior.org)** with the subject line:
“Senior Center Director Application”

Deadline for applying is April 8, 2026

Equal Opportunity Employer Statement

We are an Equal Opportunity Employer committed to creating an inclusive and respectful workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law.