



Our Future Starts With *You!*

POSITION: Director of Community Center

SALARY RANGE: \$70,000-\$90,000

HOURS: 8:00A-4:00P, M-F (subject to change based on operating hours of the center)

BENEFITS:

- ▶ Generous PaidTime-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

The work involves the responsibility for the planning, supervision and coordination of the operational aspects of a community / senior service center in Albany County. The incumbent is responsible for planning and implementing a variety of services, programs and activities within the center, in addition to overseeing an outreach program designed to inform potential clients that such programs and services are available to them.

MINIMUM QUALIFICATIONS: EITHER

1. Graduation from an accredited college or university with a Bachelor's degree in a human services field and two (2) years of experience in the administration of a community/senior service center or in the administration of a nutrition or food service program; OR,
2. Graduation from an accredited college or university with an Associate's degree in a human services field and four (4) years of experience in the administration of a community/senior service center or in the administration of a nutrition or food service program; OR,
3. Graduation from high school or possession of high school equivalency diploma and six (6) years of experience in the administration of a community/senior service center or in the administration of a nutrition or food service program.

POINT OF CONTACT FOR INQUIRIES:

Michael Lalli- Director of Operations
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