

**Midland Area Agency on Aging
Part Time Site Manager**

The Site Manager is responsible for the overall supervision of the Cairo Senior Center. The Site Manager reports directly to Midland Area Agency on Aging (MAAA).

The site manager will be responsible for:

- Coordinate and maintain related records and statistics of all activities and programs
- Oversee congregate and home delivered meals; educate senior citizens on MAAA programs
- Develop and coordinate fundraising activities to sustain, support and build Senior Center activities
- Develop, coordinate and supervise volunteers to assist with programming and activities
- Maintain scheduled office hours as approved by Midland Area Agency on Aging
- Prepare monthly reports
- Act as an advocate for senior citizens by providing information, referrals, resources and assistance on benefits and services available to them in the community

Qualifications:

- High school or GED equivalent, Proficient in Word and Outlook, Ability to lift 30 pounds
- Cultural competence. Must value the differences and integration of cultural attitudes, beliefs, and practices into programming.
- Must have networking abilities. Ability to establish community partnerships and knowledge of community resources.
- Must have a valid Nebraska Driver's License and pass a background check.

Midland Area Agency on Aging is an EOE.