

## SENIOR CENTER SITE MANAGER

Multi-Purpose CAA is accepting applicants for site manager of the Shelby County Senior Citizen Center. The days of work will be Monday, Wednesday and Friday from 8:30 a.m. until 4:30 p.m. Duties include supervising the serving of congregate and home delivered meals, conducting client assessments, organizing educational and health related workshops, doing community outreach, keeping detailed records, planning activities, computer data entry, and volunteer recruitment. Our programming serves older adults in the Shelby County area who are mobile and wish to join other seniors for activities and socialization. Must have experience and enjoy working with the elderly, reliable transportation, a phone, and strong computer skills. Salary will be based on experience and skill set. Approximate number of hours worked will be 22.5 per week with sick, vacation and paid holiday as benefits. Resumes should be e-mail to Pat Sullivan at [pat@mpcaa.org](mailto:pat@mpcaa.org) or mailed to PO Box 305, Shelbyville KY 40066. MPCA is an Equal Opportunity Employer. Deadline for application is 4 p.m. on May 31, 2023. This project is funded, in part, under a contract with KIPDA through the Kentucky Cabinet for Health and Family Services with funds from the U.S. Dept. of Health and Human Services.