



## MEMORANDUM

**Date:** September 6, 2018  
**Subject:** Position(s) Open: Senior Center Director(s)  
(Part-time 20 - 29 hours per week)

Sixty & Better announces a staff opening(s) for the position of **Center Director(s)**.

Basic requirements and duties for this position are:

- Supervises the meal program at an agency senior center
- Prepares accurate reports and data for submission to central office
- Implements agency policies and monitors compliance
- Recruits and manages volunteers for activities and programs
- Markets agency senior center and programs to the community and encourages residents of the community to participate.
- Promotes wellness & educational programs for participants
- Bilingual English/Spanish preferred

Requirements: Some college hours preferred; experience in program management, volunteer supervision, human relations management, cultural diversity and sensitivity. Knowledge of aging process and the field of aging helpful; skills in organization, managing detail, program development, and computer applications are essential. Hours may vary between centers and position is part-time employment.

**Please send cover letters and resumes to: Brandy L. Taylor, Director of Human Resources, 1400 Circle Drive, Suite 300, Ft. Worth, TX 76119; or email: [btaylor@sixtyandbetter.org](mailto:btaylor@sixtyandbetter.org).**

**EEOC:** Sixty and Better provides equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, or any other characteristic protected by federal, state or local law.