Senior Activity Center Co-Director (Part-Time)

Village of Grayslake

Contact Name: Kelly Karl
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Contact Phone: 847-223-8515
Closing Date:
Salary: $36 +/- per hour

Description:
Village of Grayslake, Senior Activity Center Co-Director (Part-Time)
The Village of Grayslake (population 21,248) is actively seeking qualified candidates for the position of part-time senior activity center co-director position to work approximately 20 hours per week. The starting wage is $36 +/- per hour. This is a non-benefit position.

Working from the Grayslake Senior Activity Center located at the Library Lane Senior Residences apartment building (50 Library Lane, Grayslake, IL 60030), the senior activity center co-director is a highly responsible position that, in partnership with another co-director, directly carries out the management and operation of the Village's senior activity center. The position requires an energetic, outgoing, self-motivated and relentlessly positive individual who is passionate about constantly interacting with seniors and providing programs and services to enhance local seniors' quality of life.

Under the general direction of the Village Manager and other members of the management team, but using independent judgement, this position is jointly responsible for planning, organizing, scheduling, and directing the activities and services provided at the Village's senior activity center. This position is also responsible for research and planning regarding additional service options and offerings at the senior activity center to continue to enrich the lives of local seniors.

Duties of the senior activity center co-director include planning of small senior center social events / field trips, planning/coordinating/scheduling outside vendors to host classes/activities/initiatives at the senior activity center, maintaining and tracking relevant data regarding the participation in different senior services, and creating digital and print content (newsletters, etc.) for the senior activity center. The successful candidate will also work collaboratively with the Library Lane Senior Residences apartment building's coordinator as needed.

The successful candidate must possess excellent verbal and written communication skills and have proven skills in various software applications including Microsoft Office and Canva. This position requires a high level of integrity in dealing with confidential and sensitive information. The successful candidate must be able to prioritize work responsibilities, meet deadlines, exercise good judgement, and work independently as well as part of a team. Excellent customer service skills as well as a

willingness to take on new responsibilities is a must.

A bachelor's degree from an accredited college or university is preferred, but consideration will also be given to candidates with 5+ years of relevant professional experience. Preferred qualifications include prior experience in business management, business analytics, data collection and data reporting. Previous experience managing senior center or non-profit organizations is highly preferred.

Interested & qualified candidates should submit a cover letter, resume, and completed employment application immediately to: Kelly Karl kkarl@villageofgrayslake.com. This position is open until filled.