



314 E. Eighth Ave, Homestead, PA 15120

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Bethel Park Center Supervisor - FT

LifeSpan's Bethel Park Senior Resource Center is seeking a Full Time Center Supervisor.

Position is Monday-Friday, and the pay range is \$17.00-\$18.00/hour.

The Center Supervisor will have the primary responsibility for overseeing and monitoring the day-to-day operations at the assigned Senior Resource Community Center. The Supervisor will monitor and ensure successful delivery of LifeSpan quality services in accordance with LifeSpan and the Allegheny County Area Agency on Aging guidelines (AAA).

Core Responsibilities Include (but are not limited to):

- In conjunction with the CS Management Team develop, and plan, (in the designated area of expertise), activities, services, and workshops for consumers.
- At the designated facility implement activities, services, and workshops for consumers.
- Track, compile, record, and monitor records and statistics for activities, services, and programs.
- Grow Center Services by consistently increasing the number of consumers attending all classes, activities, services, and events.
- Increase the number and quality of in-person activities including virtual offerings.
- In conjunction with the CSAD, plan and execute with staff successful fundraisers to support Center operations.
- Provide support and training to Center staff and volunteers.
- Responsible for ensuring input of all new intakes and statistics into required databases in a timely manner.
- Plan and monitor all PBC and Tier activity required by the AAA, to ensure requirements are met.
- Assist in recruiting new volunteers and completing planned Outreach events.

Required Qualifications (Education/ Skills / Experience): Prefer a Business or Leadership associate degree from an accredited institution, plus two (2) years of work experience in a community setting.

Computer skills, good communication and interpersonal skills. A valid driver's license and an automobile with insurance coverage for agency business usage. Mileage reimbursement offered.

Technology / Certifications / Other: Within 3 months of hire, successfully complete certification for basic first aid, CPR, and AED, Serve Safe/Food Safety, and AIRS (Information and Assistance). All certifications must be kept current for length of employment. LifeSpan is responsible for the costs of these 3 certifications while employed. Individuals must have a clean criminal history clearance report from the PA State Police or FBI and a clean driving record.

Benefits:

- 401(k)
- Health, Dental and Vision insurance
- Flexible spending account (FSA)
- Life insurance
- Generous Paid time off
- 401(k) matching
- Employee assistance program
- Health savings account (HSA)
- Long Term Disability Insurance
- 11 Paid Holidays

If interested, please email a current resume to HR@lifespampa.org. No phone calls please.