

SENIOR CENTER DIRECTOR

The Borough of Northvale is seeking a Senior Center Director.

As Senior Center Director, duties would include planning, facilitating and overseeing daily activities, day trips, and special occasions for the facility. Other responsibilities include managing the program budget, maintaining records and preparing reports. As Director your duties may include hiring and training new staff and recruiting volunteers for the Center.

Previous experience or similar experience as a supervisory employee of a Senior Center is preferred. Strong supervisory and administrative skills, excellent phone skills, computer knowledge are required.

Hours: Monday – Friday, 9:00 – 2:00

Salary: Commensurate with experience.

Please send resume to: Frances Weston, Municipal Clerk

Email: fweston@northvalenj.org