

Part-Time Assistant Manager of Operations

Join the Parker Senior Center as a Part-Time Assistant Manager of Operations!

Help create a welcoming, vibrant hub for active seniors while making a meaningful impact in your community. If you're friendly, organized, creative, and enjoy working with people, we'd love to have you on our team!

Job Title	Assistant Center Manager of Operations
Location	10675 Longs Way, Parker, Colorado 80138
Job Type	Part-Time (20 hours per week), Non-Exempt
Hours of Duty	8:00 – 12:00 or 12:00 - 4:00 (Negotiated with Center Manager and other Assistant Manager who will be on opposite shift)
Reports To	Center Manager
Pay Range	\$18 - \$20 per hour (Non-Exempt)
Bonus/Pay Raise	Determined in November based on job performance
PTO	Accrue 1 week per year based on weekly work schedule. 2 weeks/year after 5 years
Sick Leave	1 hour per 30 hours worked, up to 48 hours/year
Benefits	No health care or retirement plans
Application Deadline	June 22, 2026
Start Date	Immediately

IMPORTANT NOTE: This role is one of two Part-Time Assistant Manager positions at PSC. While there is some overlap in responsibilities between the two roles, each position has a defined area of focus. Both positions are expected to collaborate closely, provide mutual support, and serve as a backup to the Center Manager and one another.

Under the Direction of the Center Manager, General Administrative Responsibilities for Your Work Shift:

- Greet members and visitors, provide tours, and ensure a professional, welcoming atmosphere
- Handle day-to-day front office operations and administration
- Ensure front office volunteer staff members are well-informed about their responsibilities and standard operating procedures, kept up to date on PSC activities, and consistently recognized as valued members of the organization.
- Respond to inquiries from members, visitors, and vendors
- Assist with event planning, logistics, and coordination
- Maintain accurate records and documentation
- Support staff and Board of Directors

- Connect with, support, engage, and organize the committee and activities chairpersons
- Manage office operations, including scheduling, ordering, filing, and correspondence

Operations Assistant Specific Responsibilities (once mastered, train the other Assistant Manager in duties so they can back you up):

- Design and produce the monthly newsletter using Canva or similar graphic design software
- Lead the supervision and training of front-office volunteers. Partner with the other Assistant Manager to ensure he/she is fully aware of and ensure team members are consistently up-to-date on their responsibilities and PSC events.
- Write, maintain, and implement standard operating procedures for key PSC operations, especially for the Front Office volunteers.

What We Are Looking For in the Assistant Manager for Operations:

- Friendly, professional, team player, and approachable demeanor
- Highly organized, creative, and able to manage multiple responsibilities efficiently
- Experience with supervising, training, and scheduling numerous front office volunteers.
- Experience in office management, ordering supplies, filing, and correspondence.
- Proficient in Microsoft Office Suite, Canva, and similar graphic design software
- Strong communication skills, both written and verbal
- Experience with graphic design to produce the newsletter and other communications media. Knowledge of Canva software is a plus
- Knowledge of database software (Liturgical Publications, Schedules Plus) is a plus
- Comfortable learning and using technology and database systems
- Passionate about serving the senior community and being part of a community-driven organization
- Willingness to learn and self-train in additional computer applications, such as QuickBooks, to back up the other Assistant Manager as needed
- CPR, First Aid, and AED certification preferred

Ready to make a difference in just a few hours a week? Join our welcoming team and be part of a community that truly values your time, talents, and impact.

Please send your resume and a brief cover letter outlining your interest and qualifications to bevgatlin@gmail.com with the subject line "Part-Time Assistant Manager Operations Application".