

Lead with Heart: Parker Senior Center Seeks Dynamic Center Manager

The Parker Senior Center, a vibrant non-profit serving older adults, is seeking an experienced, forward-thinking Center Manager to oversee daily operations, staff, volunteers, activities, and chef-prepared lunches. The ideal candidate is organized, collaborative, and skilled at balancing people leadership, financial oversight, and facility management while upholding high standards of transparency and service.

Job Title: Center Manager for the Parker Senior Center

Location: 10675 Longs Way, Parker, Colorado 80138

Position: EXEMPT, Full-Time (37 1/2 hours per week)

Salary Range: Commensurate with experience

Reports to: Board of Directors (via the Board President)

Looking to Fill: Immediately

Date Posted: May 7, 2026

Posting Expires: May 21, 2026 4pm

Core Responsibilities

- Manage staff, volunteers, activities, committees, and lunch operations, fostering clear communication and teamwork.
- Oversee daily programs, program delivery, and administrative functions, including records retention, membership systems, and office operations.
- Partner fully with the Board to promote shared decision-making and delegation, and a culture of openness.
- Keep members informed through proactive, transparent communication.
- Manage staff performance planning and evaluation, HR processes, and compliance with non-profit, local, state, and federal standards.
- Maintain Standard Operating Procedures (SOPs), internal controls, and secure multi-layer access for essential functions (banking, systems, bookkeeping, membership, etc.).
- Oversee communications, including website updates, newsletters, press releases, membership database, Operations Manual, and basic outreach efforts.
- Manage finances, budgeting, reporting, and contract administration, including a contract database and renewal calendar.
- Oversee building maintenance, supplies, technology systems, and vendor coordination for the 40-year-old facility.
- Support fundraising coordination and communication across the Center, committees, community, and leadership.
- Assist with grant efforts, capital projects, and best practices in financial accountability.

Qualifications

- Experience managing operations in a non-profit, community center, or similar organization.
- Prior staff supervision or team leadership experience with people, projects, volunteers, committees, and activities in a collaborative environment.

- Financial management skills, including budgeting, bookkeeping coordination, payroll, and reporting.
- Strong oral and written communication skills.
- A friendly and approachable demeanor, and a passion for working with seniors and being part of a community-driven organization.
- Ability to manage multiple priorities under stress, with flexibility, poise, and professionalism.
- Commitment to transparency, inclusivity, and shared responsibility.
- Capability to work effectively with a working Board of Directors and volunteers.
- Proficiency with Microsoft office software and database systems.
- Experience with internal controls, SOPs, and contract management.
- Excellent organizational, communication, and interpersonal abilities.

Preferred

- CPR, First Aid, and AED certification.
- Experience with various communications media (newsletters, website, outreach, etc.).

How to Apply

If you're ready to manage with integrity, energy, and expertise—and help the Center thrive as a vital community resource—please submit your application and cover letter via email to Debra McHenry, damchen50@yahoo.com, before **May 21, 2026 4pm**. We look forward to welcoming a manager who champions excellence, teamwork, and open communication to support Parker Senior Center's mission for years to come.