

DICKSON SENIOR ACTIVITY CENTER

100 Payne Springs Rd.

Dickson, TN 37055

cityofdickson.com

Job Opening

The City of Dickson Senior Activity Center is accepting applications for:

Development Coordinator

- Respond to inquiries regarding Senior Center programs, activities, memberships, and services by phone, email, written correspondence, and in person during programs, events, and meetings.
- Provide information, guidance, and referrals to social service agencies and community resources available to senior adults.
- Promote Senior Center membership and encourage participation in programs and activities through positive engagement, effective communication, and relationship building with members and guests.
- Assist with membership registration, paperwork, data entry, and maintenance of membership databases and records.
- Support and assist with programs, special events, wellness initiatives, educational opportunities, and activities that encourage healthy lifestyles and social engagement for members.
- Maintain a welcoming, clean, organized, and aesthetically pleasing facility environment, including wellness floor, common areas, meeting rooms, exercise areas, and program spaces.
- Assist with preparing meeting and activity spaces, coordinating materials, and supporting day-to-day facility operations.
- Establish and maintain effective working relationships with employees, supervisors, members, and community partners.
- Communicate effectively both orally and in writing while demonstrating professionalism, patience, discretion, and compassion when working with senior adults.
- Support the mission and goals of the Senior Center by contributing ideas and participating in projects and organizational initiatives.
- Perform additional duties and responsibilities as assigned by the Director.

Candidates must have a high school diploma, must be able to pass a drug/ alcohol screening and must have a valid Tennessee driver's license.

Please apply in person at the Senior Activity Center located at
100 Payne Springs Road.

Applications must be filled out on site and will be accepted from May 22, 2026, through June 12, 2026,
between the hours of 8 - 3.

The City of Dickson is an equal opportunity employer.

