

# **KENTUCKY RIVER AREA DEVELOPMENT DISTRICT POSITION AVAILABLE SENIOR CENTER DIRECTOR**

The Kentucky River Area Development District, an eight-county planning and development agency, is accepting applications for a Senior Center Director at the Wolfe County Senior Citizens Center.

**Examples of duties include but are not limited to:**

Supervises the senior center staff and coordinates schedules. Director will plan and oversee daily activities, trips, and special events for the facility. Other duties include managing records, budgets, and monthly reports.

**Minimum Qualifications:**

Applicants must have a high school diploma or equivalent as well as basic math, written, and oral communication skills. Must be able to establish and maintain effective working relationships with employees, public, and elected officials and work under pressure with frequent deadlines with little or no supervision. Applicants must have a good working knowledge of computers and software applications. Applicants must possess a valid drivers license with no restrictions and reliable transportation.

Competitive benefits include employer paid Health, Dental, Vision, and Life insurance policies for employees. Employer paid Dental and Vision insurance for eligible employee dependents. KRADD also offers retirement benefits through Kentucky State Retirement and Kentucky Deferred Compensation. Tuition discounts with Lindsey Wilson College available to KRADD employees and their immediate family members on applicable programs along with a company tuition reimbursement policy. Employees receive paid annual state holidays and a paid birthday holiday. Annual leave and sick leave accrue immediately at a rate of one day per month.

A criminal records check will be required before interviewing with the Personnel Committee of the KRADD. Applicants must pass a drug screen for employment offer.

***To apply, submit a resume and references to the KY River Area Development District, Attn: Karlena Campbell, 941 N. Main Street, Hazard, KY 41701 or e-mail to [karlena@kradd.org](mailto:karlena@kradd.org). Phone: 606-436-3158, Fax: 606-435-0085***