

Seniors Program Manager

The Salvation Army of Central Oklahoma

The Salvation Army, an internationally recognized non-profit, faith-based organization, has an opening for a Seniors Program Manager for the Central Oklahoma Area Command, located in Oklahoma City, OK.

Job Summary

Directs, coordinates, supervises, and evaluates the day-to-day operations of the Senior Programs including the operation and services provided at all Senior Centers under COAC. Supervises all Senior Center Program Coordinators, kitchen staff and volunteers. Ensures that all Center operations and services comply with the policies, procedures, rules, and regulations governing the Center. Evaluates all senior citizen programs and coordinates program improvements to ensure maximum benefit to clients and the community.

Knowledge, Skills, and Abilities

Knowledge of accepted practices and procedures for administering social service programs specifically for senior citizens.

Knowledge of the principles and practices of supervision.

Knowledge of the principles and practices of bookkeeping

Ability to prepare and maintain records and reports in an accurate, complete, and timely manner.

Ability to develop and evaluate the effectiveness of senior programs and ability to develop and implement improvements to maximize the program benefits for clients and the community.

Ability to plan and coordinate special events and fund-raisers.

Education and Experience

Bachelor's degree from an accredited college or university in Social Services or a related field is preferred but not required, and three years progressively responsible experience administering and supervising a social service program, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Certifications/Licenses

Valid Driver's License

Physical Requirements/Working Conditions

Ability to meet attendance requirements.

Ability to read, write, and communicate the English language.

Ability to drive a TSA assigned vehicle in heavy traffic and for extended trips.

Some physical effort required associated with walking, standing, lifting, and carrying objects (up to 40 pounds) occasionally.

Work is performed in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.

Additional Comments:

All employees recognize The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

To apply, go to Indeed: [Salvation Army Jobs, Employment in Moore, OK | Indeed.com](#)