

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Senior Center Assistant Manager
Bureau of Aging and Disabilities
An Equal Opportunity Employer

South Carroll Senior Center Assistant Manager – Bureau of Aging and Disabilities

\$16.88 hourly (Grade C08), 40 hours per week

Hours are Monday through Friday from 8:00 am – 4:30 pm

Apply by 5:00 pm on **Thursday, June 3, 2021**

The Bureau of Aging and Disabilities is currently seeking a motivated, creative, detail-oriented individual with an enthusiasm for helping older adults to join our team.

As the Assistant Manager, you will provide programming and administrative support in coordinating activities and nutrition programming for the South Carroll Senior and Community Center. You will be responsible for: assuring that food is properly prepared for Food Service and that the dining room is in compliance with current Health Department standards; Documenting information pertaining to meals and maintaining communication with the caterer regarding food quality; Coordinating with the Center Manager to open and close the building as well as providing customer service by assisting and referring members to the appropriate person within the Bureau.

The ideal candidate for this position will possess basic computer skills, be flexible and possess strong customer service skills.

Click [here](#) for the full job description

Qualifications:

1. Valid driver's license
2. High School diploma or general education diploma (GED)
3. Two years of experience working with older adults as an activity assistant, teaching assistant or recreation assistant*
4. Federal Serv Safe certification (or must obtain within first year of employment)
5. CPR, Bloodborne Pathogens, and AED training/certification (or must obtain within the first six months of employment)
6. Requires a criminal background check as a condition of employment

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 12 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

5/13/2020
(21-98)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.