



Ben Wilson Senior Activity Center Seeking Manager

Active Senior Center seeks candidate to manage day-to-day operations. Proficiency in Microsoft Office and Quick Books (Bookkeeping).

Duties include:

- Planning and Organizing Programs
- Preparing Budgets
- Overseeing Volunteers and Office Staff in conjunction with the Board of Directors

Exceptional interpersonal and organizational skills and previous managerial experience required.

Hours of operation: Monday thru Thursday
9am-3pm. Salary commensurate with
experience. Start Date: April 3, 2023

Please email resume to: president@bwsac.org

580 Delmont Avenue, Warminster, PA 18974