

**The Municipality of Penn Hills – Senior Center is seeking a full-time Site Supervisor.** This position works with the Director and part-time Site Supervisors to plan and schedule programs and entertainment for our senior community. The successful applicant will ensure proper training and adherence to all policies and procedures as mandated by state and county agencies. Encourage seniors to participate in daily Center activities and educational opportunities. Act as a liaison coordinating senior transportation, prepare articles for the newsletter and related materials, submit monthly reports, required certifications, and program documentation in a timely manner. Must maintain good working relationships with Center participants, volunteers, outside agencies, and the public. Performs other related duties as assigned by the Senior Center Director.

**Applicants are required to possess a high school diploma or GED equivalent and a valid PA driver's license.** College coursework with an emphasis on social/recreational programming and experience working with seniors preferred; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**2024 hourly wage is \$22.6579/hour** and includes PTO, medical coverage, and retirement package. **To apply please mail application and resume to Municipality of Penn Hills - Attn: Human Resources, 102 Duff Road, Penn Hills, PA 15235 or e-mail to [hr@pennhills.org](mailto:hr@pennhills.org)**  
Applications are available at <https://pennhillspa.gov/employment> .

**Penn Hills is a residential suburban community outside of Pittsburgh and is an Equal Opportunity Employer.**