



211 Smith Street Sheridan, Wyoming 82801 (307) 672-2240

APRIL 12, 2024

Job Opening  
**FUN & WELLNESS MANAGER**

Dear Applicant,

The Hub...on Smith is now accepting applications for the position of Fun & Wellness Manager to provide leadership and oversight to a growing, face-paced, activities and engagement program in beautiful Sheridan Wyoming.

We are looking for a dynamic and experienced professional willing to learn the workings of an established program. If you have a passion for leading a team of committed people working to make Sheridan a wonderful place for people of all ages to live, please consider applying for this rewarding position.

This is a full-time exempt position with benefits and a starting salary of \$37,500. We offer Health, Dental, and Vision as well as Wyoming Retirement System Pension

Attached you will find a complete job description. Please submit your application - including three work-related references, resume and cover letter to [tburt@thehubsheridan.org](mailto:tburt@thehubsheridan.org) or to my attention at 211 Smith Street, Sheridan, WY 82801. Applications will be accepted until the position is filled.

The Hub... on Smith is an equal opportunity provider, an equal employment opportunity and "At Will" employer. Candidates will be notified by phone if an interview is desired. Thank you for your interest in this position.

Warm Regards,

Taishia Burt  
Director of Human Resources

SENIOR CITIZENS COUNCIL  
The Hub on Smith  
JOB DESCRIPTION

POSITION: Fun and Wellness Manager  
LOCATION: 211 Smith Street  
Sheridan, WY 82801  
REPORTS TO: Director of Operations

Essential Job Functions Include:

- Responsible for overall program development within the Fun & Wellness Department, including planning, overseeing, and leading individual and group activities tailored for older adults.
- Collaborates daily with employees, volunteers, and community partners to create a positive environment, build relationships, and address any issues promptly.
- Oversees physical spaces such as the Art Studio, Fitness Room, Community Room, Basement Storage area, and Love Shack to ensure they are well-maintained, safe, and user-friendly. Provides on-site multimedia tech support as needed.
- Works closely with various departments and individuals, including the Volunteer Coordinator, Data Specialist, Finance Department, Support Center Manager, and Informational Specialist, to facilitate smooth operations, manage finances, and promote programs effectively.
- Manages the center calendar of meetings and events, attends staff meetings to facilitate communication, and completes necessary reports.
- Directly supervises the Fun & Wellness Coordinator, providing guidance and support for successful program implementation.
- Handles supply orders, may drive company vehicles for day trips, and occasionally travels using a personal vehicle for job-related duties.
- Maintains physical fitness to meet demands of the role, including lifting, standing, and extended periods of computer work.
- Possesses experience working with older adults and people with disabilities, public speaking skills, and proficiency in event planning and communication.
- Committed to upholding professional standards, passing necessary screenings, and obtaining required certifications for employment.

Minimum Qualifications:

- A Bachelor's Degree in recreation, hospitality, the arts, or a closely related field or two years of demonstrated experience working in a related field.

**Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**

***Senior Citizens Council is an equal employment opportunity employer***