Downloaded from <https://www.velvetjobs.com/job-descriptions/center-manager>

# Example of Center Manager Job Description

Our company is growing rapidly and is hiring for a center manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for center manager

* Implementing the Lincare safety programs including maintaining records in compliance with all federal, state, and local regulations that apply to OSHA, DOT, and FDA as outlined in the Safety & Regulatory Manual
* Reviewing monthly patient satisfaction survey results for both positive and negative comments so that corrective action can be targeted to service issues
* Arranges for substitutes when regular staff are absent from the center
* Conducts new employee orientation to the operations of the center and job expectations of the position held along with Human Resources
* Plans and conducts regularly scheduled staff meetings
* Recruits, assigns, and assists in training volunteers and maintains appropriate records
* Assist with parent center committee meetings and activities
* Assess and document training needs for staff, parents, and volunteers based on center needs
* Completes and submits accurate volunteer reports to appropriate specialist and maintains record keeping and reporting of volunteer reports to Systems Specialist
* Provides information to parents regarding educational services and other program activities

## Qualifications for center manager

* Over 7 years of work experience with more than 3 years team management experience
* Bachelor's Degree in a health field with a major in management or administration, or any combination of experience, education, or training which would provide the knowledge required by this position
* Must have, a minimum of 5 years of related experience with at least 2 years supervisory experience
* Minimum of one year of experience working with the geriatric population.Refer to a Friend
* Bachelor's degree in an environmental education, environmental studies, biology, recreation management, nature-based tourism or business administration required
* 2-3 years of experience leading interpretive/environmental education in traditional and nontraditional settings, 1-2 years’ in staff management and facility operations, required