



# Example of Community Center Director Job Description

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Our innovative and growing company is looking for a community center director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for community center director

- Work independently to complete assignments
- Provide course support for community-engaged learning courses
- Provide faculty development support for new and continuing faculty committed to community-engaged learning research and service
- Participate in campus conversations related to community-engaged learning in the curriculum (majors and minors, general education, and study away programs)
- Oversee CCES budget planning, development of external and collaborative resources, and reporting
- Hire, train, supervise, and assess CCES staff (professional, AmeriCorps, and students)
- Manage the work of managers and other employees, processes, and projects, to implement the strategic goals of the Center
- At minimum be a graduate of a four year bachelor degree program
- Preference for clinical experience with a degree as a Physical Therapist (PT), Occupational Therapist (OT), Speech Language Therapist (SLP) or Registered Nurse (RN)
- Responsible for general oversight of health services

## Qualifications for community center director

- Ability to interact effectively with students, faculty, staff and community members by establishing good working relationships that are grounded in learning and personal development
- Knowledge of student development and advising practices
- Significant knowledge and research of student leadership identity models and theories
- Knowledge, skill and proficiency in use of computer software programs such as Microsoft Word, database programs, Illustrator, Photo Editing
- Ability to understand and interpret complex oral and written instructions