

Senior Center Coordinator

How to Apply

Application Deadline: **Friday, June 5, 2026 — 3:00 PM**

Required Application Materials

1. City of Jefferson Employment Application

- Available at City Hall (317 S. Main Street) or on the City of Jefferson website.

2. Cover Letter or Letter of Interest

- Addressed to the Parks, Recreation & Forestry Director.
- Describe your interest in the position, your relevant experience, and why you are a strong fit for this role.

3. Resume

- Current resume summarizing your education, work history, and relevant skills.

4. List of Three Professional References

- Provide a separate document listing three professional references.
- Do not submit reference letters — a contact list is sufficient.

Each reference entry must include:

- Full name
 - Title / Position
 - Agency or Organization
 - Phone number
 - Email address
 - Your relationship to them (e.g., "Former direct supervisor at X")
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How to Submit

Complete application packages may be submitted by email or in person:

By Email:

cholpfer@jeffersonwis.com

In Person or by Mail:

City of Jefferson — Parks, Recreation & Forestry
317 S. Main Street, Jefferson, WI 53549

Questions

Chad Holpfer, Director of Parks, Recreation & Forestry

Phone: (920) 674-7720

Email: cholpfer@jeffersonwis.com
