



Position: **Center Director, Devon**
Location: Devon, PA
FLSA Status: Full time - Exempt

We are currently seeking a Center Director who will be responsible for the overall administration of the Center for Healthy Living in Devon. The Center Director will plan and implement a creative curriculum which offers an array of educational, informational, intergenerational, nutritional, social and recreational programs. Responsible for the responsiveness of the center programs, food services, and center events.

The ideal candidate will have customer service and supervisory experience, excellent communication skills, oral and written and at least 3 years' experience in relevant field. This individual will also need strong computer skills; be comfortable working with statistical record keeping and reporting. The successful candidate will project a positive, professional image of Surrey in the community while sustaining a pleasant and nurturing center environment.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Communicates the Surrey mission and culture to staff, members and volunteers.
- Plans and implements day to day programming including an array of educational, technology, informational, intergenerational, nutritional, social and recreational programs.
- Creates and evaluates center programs and services that result in a supportive stimulating environment to enhance the quality of life for alder adults living in the community.
- Oversees delivery of programs and services that result in a supportive, stimulating environment designed to enhance the quality of life for older adults living in the community.
- Maintain Annual Health & Wellness Contract with the Chester County Department of Aging Services. Ensures fidelity of all Evidence Based Programs, proper allocation of funds and proper reporting.
- Oversees design and evaluation of programs services to ensure that the services positively respond to customers' wants and needs.
- Lead the Health & Wellness Advisory Committee for Chester County Department of Aging Services.
- Manage the Fitness Center; coordinate with outsourced trainers, ensure that the center is staffed by volunteers when trainers are not present; that equipment is functioning; fitness center membership renewals and billing are current; and Silver Sneakers & Silver & Fit reimbursement process is followed.
- Coordinate lifelong learning programs with Main Line School Night and OLLI. Tracks attendance & cost of each course per semester & number of Surrey members attending each class.
- Implements annual business plan, develops and manages to meet budget, service and volunteer hours, members served and other measures.
- Work with the Marketing department on the Surrey monthly newsletter.

- Manage the Mental Health Resource Center, coordinate with outsources professionals and maintain partnerships in the field.
- Works with Development to write grants and programming specific to funding.
- Serves as primary Director on Duty for the site; responsible for scheduling back up when absent.
- Develop ways to grow the number of contributing members.
- Manage e-blasts specific to programs.
- Coordinate program surveys across organization
- Responds to members' issues, concerns and program suggestions based on annual satisfaction survey. Fosters volunteer opportunities for all programs.
- Ensures a consistently caring, cooperative and efficient delivery of services to all members.
- Collaborates with other staff, particularly Member Services, Transportation and Volunteers, to ensure quality of experience for all participants.
- Partners with other organizations, businesses and contract workers to provide diverse program offering in these areas:
 1. Meals
 2. Socialization/recreation
 3. Fitness/wellness, and
 4. Information, continuing education and cultural opportunities
 5. Ensures compliance with and implementation of goals, objectives, policies, reporting and regulatory
- Creates a welcoming and seasonally adjusted ambiance in the public spaces.
- Assures the organization and its mission, program, products and services are consistently presented in a strong, positive image.
- Develop and utilize a strong corps of volunteers to support work.

QUALIFICATIONS, SKILLS & ABILITIES

- Health related activities and community programming
- Customer service
- Evidence based programs
- Communications, oral and written
- Supervisory management
- Microsoft Office Suite

REQUIREMENTS & CONDITIONS

- Bachelors' degree or previous experience in relevant field.
- At least 3 year's relevant experience
- Experience or knowledge of evidence-based programs promoting healthy aging.
- Experience with engaging community resources.
- Command of the English language.
- Must be a licensed driver

Surrey is an Equal Opportunity Employer and considers all applicants without regard to race, color, sex, religion, sexual orientation, national origin, age, gender identity or veteran status. Email cover letter and resume to the Human Resources department at jobs@surreyservices.org or call 484-843-2512

