



Position: **Program Manager, Havertown Center, FT**
Location: Surrey Services, Havertown, PA

Surrey Services is a growing organization whose mission is to help older adults live with independence and dignity and to continue as engaged members of the community. We are currently seeking a Program Manager for our Havertown Center who will be responsible for the overall administration of the center.

The Program Manager 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 reception, center programs, food services, and center events.

The ideal candidate will have customer service and supervisory experience, excellent communication skills, oral and written and BD or equivalent 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.

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 Ana Casillas at jobs@surreyservices.org or call 484-843-2512