Surrey is hiring a Program Assistant for its Broomall center.

PT (Tuesday and Thursday, 9-4)

*This position is in-person*

Surrey Broomall (at Trinity Church)
144 Lawrence Road
Broomall, PA

**POSITION SUMMARY:**

What would it be like to look forward to going to work? To work in a place where your contributions are truly valued? Our ideal candidate likes people and is a natural at customer service because you really care. You will never be bored as you manage the operations of our community center for our active and engaged over-55 members ensuring everyone has a great experience and finds valuable support.

**SPECIFIC RESPONSIBILITIES:**

Be involved with every part of planning and running our programs to ensure they are of the highest standard from start to finish:

*Planning* - Coordinate planning, preparation and implementation of the program day, developing new programs, leading designated classes and programs, managing a corps of dedicated volunteers, and any other duties required for programming to run smoothly.

*Record Keeping* - Coordinate program registration, taking attendance, updating the center’s database, collecting and accurately documenting all class fees, meal contributions and donations and making weekly bank deposit.

*Promotion* - Assist in promoting programs, providing tours and center orientation for interested prospective members, community residents and professionals.

Coordinate catered meal program, cooking demonstrations, and nutrition programs.

Build relationships with our members; welcome comments and suggestions that will help us improve our programs. Foster community partnerships with instructors and organizations through regular, targeted communications.
Answering cell phone (during program hours) and other administration duties as needed

**QUALIFICATIONS, SKILLS & ABILITIES**

Excellent customer service skills, with emphasis on listening to concerns, responding with kindness, and being unflustered by the unexpected

Ability to work independently and make appropriate decisions

Above average organizing skills and attention to detail

Creative, cheerful problem solving

Reliability and punctuality

Strong communication skills (both oral and written)

High level skills - Microsoft Office and Zoom

**REQUIREMENTS**

- Bachelor’s degree or previous experience in relevant field. Education degree or experience teaching are valued.
- Must be a licensed driver with reliable transportation.
- Ability to lift 30 lbs.
- Able and willing to become certified in First Aid/CPR, Food Handler Certificate, and other skills as needed.

**Who is Surrey?** For 40 years Surrey, a non-profit organization, has been providing a wide range of specialized programs and services to older adults. What differentiates Surrey is our caring philosophy, holistic view, and our family centered approach to meeting physical, emotional, and social needs as people age.

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

Resume and cover letter required. Please send them to ktougher@surreyservices.org