



### **Position Description**

**Title:** Senior Center Director

**Reports to:** CEO

#### **Position Summary:**

PASSi's Evergreen Center, an active and diverse senior community center located in the East Oak Lane neighborhood of Philadelphia, offers its members participation in physical activities, educational classes, a food program & café, and much more – all within a spacious, state-of-the-art facility that features a large auditorium, a fitness center and a heated pool.

In addition to managing the day-to-day operations of the Center, the Director plays a leading role in shaping its strategic focus by designing services and programs that meet the needs of a diverse community, and then guiding the implementation of these programs in a manner that attracts broad community participation.

The Director is also responsible for providing financial direction, preparing and maintaining the Center's budget while also looking for opportunities to supplement with new sources of funding.

#### **Position Duties and Responsibilities:**

- Develop & implement recreational, cultural and social programs, including programming adapted to the varied needs, abilities and interests of older adults that promotes mental, intellectual, creative and physical wellbeing.
- Create & implement an outreach plan that effectively engages the participation of a diverse group of community members, increasing Center membership.
- Identify other community-based organizations and nonprofits with whom there may be opportunities to collaborate, engaging with them to advance Center programming.
- Continuously evaluate and improve program design, assessing the needs of older adults with varied interests, physical capacities and cultural backgrounds.
- Monitor program enrollment and attendance, analyzing program utilization and cost effectiveness.
- Supervise a diverse, multilingual staff, including coaching, training and evaluation functions.
- Maintain the Center's budget, guiding spending on program/food costs to ensure fiscal stability and sustainability.

- In collaboration with the Food Program Manager, oversee menu compliance with applicable nutritional guidelines and standards.
- Perform other related duties and responsibilities as needed.

**Position Qualifications:**

- Bachelor's Degree in related field.
- At least 2 years of experience working with older adults in a community setting preferred.
- Master's Degree in Social Work, Healthcare Administration, Public Health, Business Administration or related field preferred.
- Ability to work collaboratively, managing multiple priorities and projects concurrently.
- Excellent supervisory and organizational skills.
- Excellent written and verbal communication skills, with a focus on customer service and building relationships.
- Proven track record in designing and developing recreational, educational and social programs for older adults preferred.
- Prior work experience in nonprofit organization(s) a plus.

**Salary & Benefits:**

- Competitive salary, commensurate with education & experience.
- Paid holidays, vacation and personal days.
- Company sponsored health plan
- 401(k) Employer Match Retirement Plan

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