POSITION DESCRIPTION

EXECUTIVE DIRECTOR

CENTER FOR POSITIVE AGING IN LOWER MERION

The Executive Director serves as the chief administrator for the Center For Positive Aging in Lower Merion (PALM) being responsible for the overall management of the senior center’s operations and programs. This professional level, full-time position is responsible for the planning, organization, and administration of the PALM in accordance with the policies and procedures adopted by the governing Board of Directors. The position directs and supervises staff members and volunteers in offering programs, activities and services to the aging adult population with four major programs: Senior Center Administration, Health and Wellness, Information and Assistance and Life-Long Learning opportunities. As a management position it is considered FLAS exempt, and is accountable directly to the Board of Directors, county and township policies and all legal regulations.

JOB RESPONSIBILTIES

Responsible for short and long range planning initiatives

Involves aging adults, community representatives and partners, board and staff in goal setting

Seeks resources to meet established goals

Directs center efforts toward goal attainment

Supervises staff and volunteers in operation of PALM

Works with Board, Board Committee, Funders, Community toward improving the PALM

Prepares required reports, submissions and filings to the appropriate agencies

Maintains records and ensures all reporting requirements is adhered too

Handles public, community and internal relations

Acts as main contact person for all interacts with funders, community partners, and agencies

Works cooperatively with other agencies to provide services

Works cooperatively with organizations, clubs, volunteers

Handles publicity in accordance with approved marketing plans

Responsible for facility management

Insures that facility is properly maintained

Oversees procurement of maintenance and office supplies

Works with township to arrange for repairs and maintenance

Responsible for fiscal management

Works for Finance Committee on preparing budgets and completes annual filings

Manages grant writing

Supervises Annual Fund Campaign

Responsible for overall human resource management

Supervises staff and volunteers in daily completion of job responsibilities

Evaluates staff performance; schedules work hours and provides training

Handles hiring and personnel actions in accordance with approved policy

Responsible for development and evaluation of programs and operations

Directs evaluation of various prams, activities and services

Handles compliance with federal, state, county and township requirements

Handles compliance with National Institute of Senior Center standards

Assembles documentation to substantiate adherence

Leads Board & Staff through re-accreditation process

Completes applications and related paperwork

Provides for emergency arrangements

Arranges for emergency procedures in accordance with policy

Directs staff training in responding to emergencies

Helps with special events and programs offered through the Center

Participates in local, regional, state, and national aging associations and groups to stay abreast of “cutting edge” programs and methods that would benefit the PALM

Other special projects as assigned by the Board of Directors

QUALIFICATIONS

Graduation from four-year college or university with degree in human service field or a related degree

Minimum of five years’ experience in managing a Senior Center, supervising employees, human resources management and handling fiscal affairs.

Possess excellent written and oral communications skills

Proficiency in us of office computers and software

Ability to work effectively and harmoniously with staff, Board of Directors, aging adult, funders, community partners and the general public

WORK HOURS

Primarily Monday – Friday 8:00 to 4:30 with one hour lunch Schedule may occasionally change to address the various needs of the center and overall programs.

COMPENSATON & BENEFITS

Salary: Negotiated at hiring

Benefits: Paid Holidays:

Paid Vacation:

Paid Sick Leave:

HOW TO APPLY: Email resume to jmosley@palmseniors.org