



**YVEDDI**  
 YADKIN VALLEY ECONOMIC  
 DEVELOPMENT DISTRICT, INC.

Post Office Box 309, Boonville, NC 27011  
 533 N Carolina Avenue Highway 601 N  
 Telephone (336) 367-7251 – Fax (336) 367-3637  
 Serving: Davie, Stokes, Surry, and Yadkin Counties

<b>To:</b>	Interested Persons: <ul style="list-style-type: none"> <li>• YVEDDI Service Centers</li> <li>• Surry Community College</li> <li>• Employment Security Commission; Indeed.com</li> </ul>
<b>From:</b>	Kathy Payne, Executive Director  Teresa Dover, HR Manager
<b>Date:</b>	December 7, 2015
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>Senior Center Director</b>
<b>Location Address:</b>	121 Delos Martin Drive, Jonesville, NC 28642
<b>Work Schedule:</b>	Generally Monday–Friday 8 – 4:30 Some evening work
<b>Wage Range:</b>	\$14.27 per hour DOE
<b>Starting Date:</b>	January 4, 2016
<b>Job Objective:</b>	Director of Senior Center is responsible for the coordination and supervision of all programs, activities and staff at the senior center, to actively participate in program planning and development and to supervise the day to day center operations and activities. With standards to ensure funding; Excellence status, Maintenance of Building, and safety to all participating in senior center programs. Performs other duties as assigned. Immediately reports concerns and problems to the Supervisor. Schedules rental and use of Center facilities; adheres to adopted rental fees and policies, receives fees and delivers revenue to Finance Director.
<b>Education Requirements:</b>	High school diploma and post-secondary education and/or experience in human/elderly services and/or prior experience of three to five years in field of senior services.
<b>Close Out Date</b>	December 31, 2015
<b>Contact:</b>	HR Manager, Teresa Dover <a href="mailto:tdover@yveddi.com">tdover@yveddi.com</a> or 336-367-3533  Employment Application available for download at <a href="http://www.yveddi.com">www.yveddi.com</a>

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