**Director of Stoudamire Wellness Hub**

**Position Description**

**Position Terms:** Full time (including some nights and weekends)

**Position Compensation and Benefits:** $60,000-$70,000 a year (commensurate with education and experience), plus fringe benefits including Medical, Dental, Vision, and Life Insurance; Short and Long-Term Disability; and 403(b) Plan Options.

**Position Reports To:** Chief Operating Officer

**Organization Mission and Program Areas:** Eastside Community Network’s (ECN) mission is to develop people, plans, and places for sustainable growth on Detroit’s Eastside. Our work is centered on strengthening resident wellbeing, cultivating wellness, building resident power, restoring neighborhoods and stewarding community resources.

**About The Stoudamire Wellness Hub**

Eastside Community Network created The Stoudamire Wellness Hub (SWH) in the fall of 2021 to address health equity on the eastside of Detroit. It is named in honor of Marlowe Stoudamire, a beloved organizer, advocate, and Detroiter who died with COVID-19 early in the pandemic. His untimely loss inspired ECN to create a new department in his honor. His wife, Valencia Stoudamire, has been a key advisor in The Stoudamire’s direction and continues to support the center’s work.

The Stoudamire Wellness Hub operates at The Stoudamire, ECNs 17,000 sq foot building at 4401 Conner St. The building operates as a climate resilience hub, a community recreation and wellness center, and houses ECNs offices. The Stoudamire Wellness Hub is a membership-based community recreation and wellness center, with membership offered on a sliding scale between $0-$20 to all residents. There are two membership options: Neighborhood Membership and General Membership. Neighborhood Membership distinguishes residents living in ECNs target zip codes of 48205, 48207, 48213, 48214, 48215, and 48224.

The Stoudamire is an event space for community organizations, block clubs, partners, and ECN. The department hosts regular community gatherings like Trivia Nights, Karaoke, Wellness Workshops, and an annual Open House event.

**Role Responsibilities**

**Administration**

- Manage Personnel and Budget
Director of Stoudamire Wellness Hub
Position Description

- Manage program budget for several grants including Federal, foundation, and corporate grants with varying deliverable timelines and administrative requirements
- Use productivity software to manage the status of programs, manage workflows, and document tasks
- Manage the membership engagement software, Omnify, including all troubleshooting, implementation, and integrations
- Recruit, screen, and manage contracts, onboarding, scheduling, and payment of instructors, vendors, and other partners

Leadership

- Cultivate a collaborative and creative environment with a diverse team consisting of part-time and full-time staff
- Serve as an active ambassador of ECN and the SWH to external collaboratives and special events
- Participate in monthly Leadership Team Meetings and respective sub-committees
- Drive the creative vision of the SWH and advocate for resident needs as the program develops
- Identify and develop strategic partnerships with organizations to increase programmatic engagement at the Hub
- Collaborate with The Stoudamire Advisory Committee and subcommittees consisting of partners, residents, and key stakeholders to guide the development of The SWH
- Maintain a robust schedule of weekly classes, events, and workshops for members at The SWH
- Ensure that The SWH maintains an integrative, holistic approach to its work

Operations

- Develop and manage the effective implementation of room scheduling for recreational classes, external space rentals, and ECN events and meetings
- Manage the organization's technology and A/V equipment inventory for internal and external events and meetings
- Manage the development and implementation of the transportation program, including the maintenance of three fleet vehicles, program staff, and part-time drivers
- Manage processes and procedures for space rentals including room setups, payment, contracts, and A/V
- Directly address conflicts and disputes between members, staff, contracted instructors, or partners and determine solutions in tandem with Executive Leadership
Director of Stoudamire Wellness Hub
Position Description

Program Development, Monitoring, and Evaluation

- Manage consistent surveying and data reports of member satisfaction, engagement, and demographics
- Regularly evaluate programs and implement creative solutions to drive member engagement
- Establish partnerships with direct health service organizations to increase access to preventative health screenings, maternal health resources, and alternative health therapies in the community
- Supervise the Childcare Hub and its staff, operations, and facilities

Communications and Outreach

- Collaborate with Executive Leadership and the Communications team to develop clear, engaging narratives about the Hub’s work
- Represent the department and organization in press interviews, meetings with funders, conferences, and other formal gatherings
- Develop and maintain an effective member outreach strategy for regular programming and emergency response
- Practice clear communication with residents, colleagues, and direct reports

Core Competencies

- Entrepreneurial leadership
  - Innovation
  - Self-starting
- Values-driven leadership
  - Care oriented
  - Curious
  - Team oriented
  - Service-oriented
- A strong desire to change the world and make a difference in the community
  - Responsive to change
  - Flexible
  - Clear motivations for working in community development
- Strong public speaking skills
- Technologically savvy
Director of Stoudamire Wellness Hub

Position Description

○ Proficiency in monday.com, Omnify, Google Suite, Zoom, and able to learn new technologies quickly and efficiently

● Integrative, holistic, and interdisciplinary approach to work
● Critical thinking
● Solution-oriented