



JOB DESCRIPTION

TITLE: ACTIVITY COORDINATOR
HOURS: 25 HOURS PER WEEK – NON-EXEMPT POSITION
9:30 AM – 2:30 PM – MONDAY TO FRIDAY
SUPERVISOR: SENIOR ACTIVITY CENTER MANAGER
SALARY: \$16.50

SUMMARY STATEMENT OF POSITION:

Responsible for the implementation of recreational and social activities for participants of multi-purpose Senior Activity Center. Helps to create and encourage a friendly caring environment to foster interaction among center members.

REGULAR TASKS:

- Implements program activities which are educational, recreational, and/or social, to motivate participation by seniors.
- Develop and encourage participant involvement through program activities.
- May assist, as requested by Center Manager, with tasks which require immediate attention relevant to the Senior Center Program.
- Participates in staff meetings, Center Council meetings, and training sessions as requested.
- Report any safety issues in center to supervisor.
- Assists the SAC Manager in the morning and afternoon bus routing, as necessary.
- Assists the SAC Manager in notifying members or their families when morning pick-up times are and when time changes are necessary.
- Assists the SAC Manager to coordinate transportation for members (trips, multiple trips, etc.).
- Reports to the SAC Manager any concerns regarding members or changes in their temperament, disposition, health, personal hygiene and sanitation, schedule, etc.
- Other duties as assigned.
- Performs all tasks in accordance with the Agency's Personnel Policies and Practices Handbook.

SUPERVISORY RESPONSIBILITY:

Supervision of volunteers and program presenters, as requested.

EXPERIENCE AND SKILLS REQUIRED:

- Spanish/Creole Preferred
- Creative, self-motivated and resourceful.
- Empathetic understanding of older adults.
- Ability to plan and organize an activity program.
- Ability to communicate effectively with participants, volunteers and staff.

MINIMUM QUALIFICATIONS:

- Dependable, consistent, good judgment, and courteous.
- Must be at least 21 years of age.
- Must be in good physical condition and able to lift 15 lbs.
- Two Years college degree in recreation or related field, preferred.
- Two year's experience in community work, preferred.

EQUAL OPPORTUNITY EMPLOYER