



JOB DESCRIPTION
Non-Exempt Position

TITLE: **ACTIVITY COORDINATOR**

HOURS: **25 HOURS PER WEEK**

SUPERVISOR: **CENTER MANAGER**

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:

1. Implements program activities which are educational, recreational and/or social, to motivate participation by seniors.
2. Develops and encourages participant involvement through program activities.
3. May assist, as requested by Center Manager, with tasks which require immediate attention relevant to the Senior Center Program.
4. Participates in staff meetings, Center Council meetings and training sessions as requested.
5. Reports any safety issues in center to supervisor.
6. Assists the SAC Manager in developing the morning and afternoon bus routing, as necessary.
7. Assists the SAC Manager in notifying members or their families when morning pick up times are and when time changes are necessary.
8. Assists the SAC Manager to coordinate transportation for members (trips, multiple trips, doctor appointments, etc.).
9. Reports to the SAC Manager any concerns regarding members or changes in their temperament, disposition, health, personal hygiene and sanitation, schedule, etc.
10. 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:

- 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.
- Two Years college degree in recreation or related field, preferred.
- Two years' experience in community work, preferred.