

Activities Coordinator

Classification

Exempt

Salary Grade/Level/Family/Range

\$21,060 per year w/expected wage increases (dependent upon annual performance review & agency budget)

Reports to

Manager of Programs and/or Executive Director

JOB DESCRIPTION

Summary

Implements various social, educational, and/or recreational activities and events for senior participants. Plans and organizes stimulating activities, events, and outings that will include music, art, crafts, drama, exercise, tourism, and workshops pertinent to health, aging, and senior independence.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Establishes and maintains effective working relationships with the public.
- Educates the public about agency services, activities, and events.
- Collaborates with other agencies and/or community groups to plan outings, activities, and workshops for senior participants.
- Maintains a schedule of events.
- Ensures participants' safety by structuring activities, events, and outings in accordance with the abilities of the group as a whole.
- Makes ideas relevant to the age/gender of the participants.
- Attends events and outings with the participants; encourages socialization.
- Solicits feedback from the participants about types of activities, events, outings, and workshops they enjoy and would like to implement.
- Maintains appropriate records and files relative to available resources, programs, expenditures, and other matters involved in the successful completion of activities, events, outings, and workshops.
- Publicizes activities, events, outings, and workshops. Also assists with maintaining agency social media presence and website page.
- Performs other work-related duties as assigned by the Executive Director.

Competencies

1. Professionalism/Enthusiasm
2. Leadership
3. Flexibility
4. Problem Solving/Emotional Maturity
5. Communication Proficiency (Written/Verbal)
6. Collaboration Skills
7. Organization
8. Technical Capacity (Microsoft Office Skills/Telephone Skills)
9. Fiscal Responsibility
10. Customer/Client Focus

Supervisory Responsibility

This position may require minimal supervisory responsibilities, as the services of volunteers may at times be implemented.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets, and fax machines.

Physical Demands

This is largely a sedentary role; however, some lifting is required. This would require the ability to lift files, open filing cabinets, and bend or stand as necessary.

Position Type and Expected Hours of Work

This is a part-time position. Days and hours of work are Monday through Thursday, 8:00 a.m.-2:00 p.m.; Friday, 8:00 a.m. to 1:00 p.m. Schedule may be adjusted according to agency needs.

Travel

Limited (in-parish) travel may be required.

Required Education and Experience

1. High school diploma.
2. One year of related experience.

Preferred Education and Experience

1. Associate's degree.
2. Two years of related experience.
3. One year supervisory experience.

Additional Eligibility Qualifications

Applicant must have CPR/First Aid certification. Training in Elderly Sensitivity and Blood-borne Pathogens will also be required.

Work Authorization/Security Clearance (if applicable)

Applicant must be able to pass a state criminal history search. Clearance of a drug screen is also required.

EEO Statement

The St. Martin Council on Aging is an Equal Opportunity Employer. Applicants for all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures:

Employee/Date

My signature is verification that I have accepted the position offered to me and acknowledgment of my understanding of the requirements, essential functions, and duties of the position.

Executive Director/Date (Board Approved 12/14/2022)