



Senior Center Activities Coordinator

Summary:

The Activities Coordinator organizes and implements activities, events, and outings for ElderServe's Senior Center and Adult Day Center in accordance with state regulations, grant guidelines, and community needs. The Activities Coordinator also conducts outreach and represents ElderServe and the Senior Center in the community. The Activities Coordinator is responsible for all aspects of preparation for activities, including taking attendance, ensuring facility rules are followed, informing participants of safety guidelines and managing incidents of conflict or medical emergencies. The Activities Coordinator may be required to drive participants to activities or events. This position reports to the Senior Center Director and assumes the responsibilities of the Senior Center Director in his/her absence.

Duties & Responsibilities:

Develop Programming

- Develops, coordinates, and supervises programs and activities for older adults based on community needs and the interest and abilities of both the Senior Center and Adult Day participants.
- Creates and conducts evaluations of activities based on best practices.
- Coordinates outings including meals, funding, transportation, and supervision.
- Coordinates seasonal decorations, holidays and special events. In coordination with Senior Center Director and Development Director, contacts various merchants for donations of decorations and doors prizes for special events and banquets.
- Maintains records, sign-in sheets, and data related to activities in accordance with grant guidelines. Ensures data is distributed appropriately.
- Develops schedules, allocates space, and coordinates supplies for on-site and off-site programs.
- Researches new ideas for programs and activities, taking into consideration participants' suggestions.
- Creates content for and ensures the completion and distribution of the monthly calendar and newsletter.
- Prepares budgetary needs and works within those constraints for all sponsored senior activities.

Oversee Support Staff

- Assists Director with contractor budget planning and monitoring budget during the year.

- Recruits, trains and supervises volunteer instructors. Assists them with performance of activity, scheduling, obtaining supplies, registration, and advertising, as well as completing sign-in sheets and other necessary paperwork.
- Supervises contractors (individuals contracted to perform scheduled activities at Senior Center): Ensures paperwork and timesheets are turned in to appropriate staff in timely manner, assists in advertising activities and scheduling and ensures appropriate coverage of activities and notification in the absence of the contractor.
- Coordinates schedules of contract workers and volunteer presenters.

Conduct Outreach

- Identifies opportunities to speak in the community about ElderServe's Senior Center and Adult Day to recruit participants.
- Attends community fairs and events as needed to represent ElderServe.
- Provides referrals to other ElderServe programs as necessary.
- Assists Director with other duties as needed.

Skill Requirements:

- Self-Starter.
- Flexible, multi-tasker with attention to detail, accuracy and deadlines.
- Ability to develop, coordinate, and direct varied activities and events.
- Ability to prioritize workload to effectively utilize staff, volunteers and facilities.
- Must have a friendly disposition and caring attitude toward older adults.
- Must be highly motivated, energetic, and upbeat.
- Ability to establish and maintain working relationships with seniors/program participants, co-workers, supervisors, other agencies, volunteers and instructors, community leaders, city personnel and the general public.
- Ability to communicate verbally and in writing and follow verbal and or written instructions.

Educational Requirements:

- Bachelor's degree from an accredited college/university with one (1) year experience in scheduling and programming activities or one (1) year experience working with older adults.

Minimum proficiencies in technology

- Ability to use Microsoft Office products, search the internet, and key in data.

Other position requirements and/or preferences (certifications, reliable transportation, specialized knowledge, travel/security requirements, etc.)

Required:

- Must complete CPR and AED training annually.
- Valid state drivers' license or ability to obtain one.
- Pass criminal background check
- Pass drug test

Work environment:

This is a full-time position working 37.5 hours per week. Normal hours 8:30 a.m. to 4:30 p.m. Monday through Friday. This position is located at Oak and Acorn Intergenerational Center, 631 S. 28th Street. The dress code is business casual.

Employee Signature

Date

Human Resources

Date