

## Occupation Description

### **Position Description**

Title: Activities Coordinator

Classification: This job title is in the Classified Service

Responsible to: Office for Older Adults Director or her/his Designee

Normal Working Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m. with a half-hour paid lunch. Hours and days may vary, based on need and special events/activities.

Pay rate: Starts at \$16.42

### QUALIFICATIONS:

Bachelors degree preferred, or an Associates degree with a minimum of two (2) years' experience in activity planning for large groups, marketing/PR, and/or special event planning. Candidate must be proficient in Microsoft Office (Word, Excel) and utilizing cloud-based programs. Organizational skills and the ability to handle multiple tasks are necessary. Excellent verbal and written communication skills are a must.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** public relations/promotions/marketing; office practices and procedures; human relations; department policies and procedures\* .

**Skilled in:** multiple computer programs, executing large group activities, securing sponsorships.

**Ability to:** carry out instructions as indicated by the Senior Center Director; be able to address and resolve on-the-job problems in a professional manner; communicate effectively in both oral and written form; prepare accurate documentation; maintain records according to established procedures; public speaking; develop and maintain effective working relationships in and out of the office.

## ESSENTIAL FUNCTIONS OF THE POSITION:

1. Organizes center activities including men's and ladies breakfasts, lunches, crafts, socialization activities, special events/themes, etc. Responsibilities include, but are not limited to; developing physical and cognitive programs; preparing proposals, obtaining sponsorships, securing entertainment/speakers, creating and planning special themes; creating flyers and promotional activities.
2. Responsible for the organization and execution of setting up tables and the multi-purpose room for all center activities.
3. Lead and direct the crafts group, including coordination with any volunteers to plan and execute crafts/projects for the development of the group and benefit of the center and community.
4. Plans all trips (local day and travel company overnights) including logistics, promotion, sign-ups, and collection of fees. May drive for trips and social activities in lieu of staff drivers as needed.
5. Organizes and maintains inventory for all activities, special events, etc., including all supplies and decorations.
6. Assists with and helps to organize fundraising activities/projects to generate revenue.
7. Works closely with the Case Manager and Director on developing and organizing health screenings and group meetings.
8. Decorates the Senior Center for holidays.
9. Provides information to Director for the bi-monthly newsletter, graphics for promotional pieces, writes activity news releases, promotes activities and events through social media and other methods as appropriate. This position will be capable of detailing activities, follow up, and thank you notes in letter and personal formats.
10. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
11. Other duties as assigned.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

PC, graphics software, telephone, copy/fax machine, other business office equipment and Senior Center vans.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee:

1. Works in or around crowds;
2. Is exposed to chemical compounds found in an office environment (e.g. toner, commercial kitchen cleaning products, antibacterial cleaning products, etc.);
3. Lifts up to forty (40) pounds of weight;
4. Carries up to fifty (50) pounds of weight.