 **JOB DESCRIPTION**

**Life Enrichment Activity Center Coordinator**

POSITION: Activity Center Coordinator

REPORTS TO: Chief Executive Officer

SUPERVISES: None

STATUS: Part-time, hourly non-exempt

Our objective is to provide quality services to the aging and disabled community within Elkhart County, allowing an improved quality of life. Services are designed to enhance dignity, maintain wellness and support independence for those transitioning through the aging process. Obtaining compassionate staff who are committed to the needs of our clients is crucial to our success.

**POSITION PURPOSE / SUMMARY**

The primary responsibility of this position is to deliver quality and engaging activities focused on the socialization, healthy living, informational and skill development needs of our clients. Governed by our code of ethics and corporate policy, the Life Enrichment Coordinator will assist in developing activities, securing the resources for those activities, and coordinating scheduled activities.

**PREREQUISITES**

* Experience in event planning and/or activity planning with seniors
* Have developed social skills for communicating with seniors and the disabled
* Valid driver’s license with good driving record
* Active vehicle insurance (including bodily injury and property damage)
* Must be a minimum of 21 years of age
* High school diploma or equivalent
* CPR and First Aid Certifications (provided by company)
* Must pass initial and random drug screening
* Tuberculosis testing
* Pass background check

**DUTIES AND RESPONSIBILITIES**

* Create an environment conducive to the promotion of socialization, wellness, and educational activities that are accessible for senior and disabled within the county
* Scheduling of resources needed for Activity Center programs
* Coordinate and facilitate weekly, monthly, and special program events, including volunteers needed
* Build professional relationships with clients and program partners
* Assist with develop of new and engaging activities to be incorporated in the Activity Center program
* Promote Activity Center programs using verbal and written communications, including Facebook, flyers and contributions to the monthly newsletter
* Conduct annual satisfaction surveys
* Maintain safety training needed to ensure the safety and wellness of program participants
* Be an ambassador for Council on Aging and its mission, acting in accordance with established policies and procedures
* Develop and participate in a cohesive and collaborative team environment with COA leadership and staff
* Maintain required documentation of services, participants and other program and activity information
* Maintain confidentiality of corporate and client information
* Other duties may be assigned as needed.

**PHYSICAL DEMANDS**

* This position requires good physical and mental agility and alertness
* Must have the ability to perform physical tasks in accordance with planned activities
* Extensive walking and/or standing may be required at times
* Daily tasks involve lifting up to 25lbs, carrying, bending, reaching, sitting, and standing
* Adequate vision and hearing abilities are required for this position
* Work required in an office environment includes the ability to operate standard office equipment including computer, phone, printer as well as related software (i.e. Microsoft Office)

This position does not have any supervisory responsibility other than coordinating volunteers and vendors to carry out scheduled activities.