

**Aster Aging, Inc.**  
**Job Description: Activity Coordinator**

**Overview:** As part of the Center-Based Services team, the Activity Coordinator is responsible for planning, scheduling and implementing activities and services for older adults at Aster Senior Center at Mesa Downtown or Aster Senior Center at Red Mountain in alignment with the organization's mission and goals. The position involves significant teamwork and collaborative efforts with staff, volunteers, and participants and their families.

**Major Duties:**

- Develop, promote, schedule and conduct programs, activities and classes. Develop new programming to address changing needs and preferences of older adults. Evaluate activities to determine appropriateness and interest level of participants, and make changes as needed.
- Coordinate logistics of activities and parties including equipment, decorations, entertainment, refreshments, etc., in coordination with other team members.
- Promote community engagement opportunities to bring in expert presenters in health and wellness, nutrition education, and other topics in alignment with the organization's policies and procedures.
- Prepare the monthly activity calendar. Develop materials for the monthly newsletter.
- Assist with volunteer recruitment, training, scheduling and supervision. Implement programs for volunteer appreciation throughout the year.
- Provide support to other functional areas within Center-Based Services, including but not limited to front desk / reception, assisting in counting fees and contributions received, registering new participants and members, providing back-up support to operate a 12-passenger van, and congregate meals service.
- Maintain accurate records for activities and participants in accordance with the procedures of the agency and funding entities, including computer data input and record compilation.
- Maintain an organizational climate that attracts, motivates, supports and retains high quality staff and volunteers who are committed to serving older adults. Lead, supervise and support volunteers as assigned. Act in the capacity of Center Manager in his/her absence.
- Ensure that agency policies, standards, and decisions are implemented and maintained in service provision.
- Other duties as needed and appropriately assigned.

**Qualifications:**

- Two years' experience in program / activity planning and experience that demonstrates the ability to work effectively with older adults.
- Bachelor's degree in recreation or related field preferred, but not required.
- Demonstrated effective written and oral communication skills. Computer literacy is required.
- Effective interpersonal skills and ability to encourage teamwork. Multi-cultural sensitivity and ability to work effectively with diverse community members. Bilingual Spanish-English skills preferred but not required.
- Ability to prioritize and manage multiple tasks.

**Requirements:**

- Possess valid AZ driver's license and reliable vehicle to use in the performance of job.
- Possess or have the ability to obtain CPR and First Aid certification.
- Must possess or be able to obtain a food handler's card.
- Ability to obtain a Level 1 Fingerprint Clearance Card and comply with Aster's background check policy.

**Responsible to:** Center Manager

**Status/Hours:** Full-time, non-exempt. Primarily weekday office hours, with occasional evening and weekend work.

**Primary Worksite:** Week split between Aster Senior Center at Mesa Downtown and Aster Senior Center at Red Mountain. Position will require some travel via automobile.

Equal Opportunity Employer



**Job Opening Announcement  
November 2021**

**Activity Coordinator, Aster Senior Center at Mesa Red Mountain and Downtown Mesa**

**This position is based in Mesa, Arizona**

Aster Aging, Inc. empowers and supports older adults and their families to remain independent and engaged in our communities. Our non-profit organization provides a full continuum of service, with core programs that include: Center-Based Services, Meals on Wheels, In-Home Support, Outreach / Social Services, and Contracted Programs. Our vision is to be a leader in providing direct services and mobilizing resources that support the changing needs of our older adult population.

As part of the Center-Based Services team, the Activity Coordinator will develop, promote, schedule, and conduct programs, activities and classes. Coordinate logistics of activities and parties. Prepare the monthly activity calendar. Provide support to other functional areas within Center – Based Services. The position requires significant teamwork and outstanding customer service skills.

Full-time (40 hours / week) position  
Competitive salary and benefits package

Qualifications include: Two years' experience in program/activity planning and experience that demonstrates the ability to work effectively with older adults. Effective written and oral communications. Computer literacy is required. Ability to prioritize and manage multiple tasks. Effective interpersonal skills and ability to encourage teamwork. Requirements include: an Arizona driver's license, reliable vehicle to use in the performance of the job, and compliance with Aster Aging's background checks.

This position includes physical capability requirements. Please refer to job description for additional information.

*Please refer to the Job Description for additional information and requirements*

Interested applicants are encouraged to submit their resumes to:

Human Resources  
Aster Aging, Inc.  
45 West University Drive, Mesa, Arizona 85201  
Phone: 480-964-9014, Fax: 480-898-7306, [hr@asteraz.org](mailto:hr@asteraz.org)  
[www.asteraz.org](http://www.asteraz.org)

*Position is considered open until filled.*

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