

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

**Overview:** As part of the Center-Based Services team, the Activity Coordinator plans, promotes, schedules, and conducts programs, activities, and classes, in alignment with Aster's mission and goals. Develop new programming for our older adult senior center participants, with a focus on empowerment and independence. Promote community engagement opportunities to bring in expert presenters. Assist the Center team in logistical planning and providing congregate meals and other services. This position involves significant teamwork and collaborative efforts with staff, volunteers, program participants and the community.

**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 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 activity planning that demonstrates the ability to work effectively with older adults is preferred but not required.
- Bachelor's degree or college coursework in recreation or related field is preferred but not required.
- Demonstrated effective written and oral communication skills. Computer expertise.
- 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.
- Physical capability, including bending, twisting, and lifting, related to helping to set up rooms for activities.

**Responsible to:** Center Manager

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

**Primary Worksite:** Aster's Mesa Downtown or Red Mountain Senior Center. Position will require some local travel via automobile.

Equal Opportunity Employer