

<p style="text-align: center;">East Valley Adult Resources, Inc. Job Description: Activity Coordinator</p>
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Overview: As part of the East Valley Adult Resources, work directly with the Director of Center Based Services and Center Manager to plan, schedule and implement activities and services for older adults at the Red Mountain Active Adult Center and the Mesa Active Adult Center. The position involves significant teamwork and collaborative efforts with staff, volunteers, and participants and their families.

Major Duties:

- Understand and communicate the goals of East Valley Adult Resources (EVAR) as they relate to the Center. Support the EVAR mission and values of the organization. Knowledgeable of all programs and services offered.
- Promote community engagement through partnerships to provide various wellness, health, safety and nutrition programs/classes.
- Develop, promote, schedule and implement programs and classes. Plan, coordinate and supervise all elements of recreational activities and parties including: equipment, decorations, entertainment, refreshments, etc.
- Coordinate with various Center staff to achieve successful implementation of programs/activities when needed.
- Prepare the monthly activity calendar.
- Evaluate recreational offerings to determine appropriateness and interest level of participants, and modify as needed.
- Assist with volunteer recruitment, training, scheduling and supervision. Knowledge of the monthly volunteer report. Implement programs for volunteer appreciation throughout the year.
- Assist (when needed) with the organizational and procedural work conducted at the Front Desk. Be familiar with and assist in maintaining the variety of banks used on a daily basis for services and programs offered at the Center.
- Input data for program and participant statistics for monthly/quarterly/annual reports. Input and navigate the client data base.
- Prepare the schedule and materials for the EVAR Newsletter.
- Be willing and able to be trained and operate a 12 passenger van when needed.
- Act in the capacity of Center Manager in their absence.
- Work at special events that occur on evenings or weekends, as needed.
- Attend workshops, conferences, meetings and other activities to enhance related knowledge.
- Other duties as needed and appropriately assigned.

Preferred Qualifications:

- Bachelor's degree in recreation or related field; two years of experience in program/activity planning and experience that demonstrates the ability to work effectively with older adults.
- 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.
- Ability to prioritize and manage multiple tasks.
- Possess or have the ability to obtain CPR and First Aid certification. Must possess or be able to obtain a food handler's card.
- Possess valid AZ driver's license and reliable vehicle to use in the performance of job. Ability to obtain a Level 1 Fingerprint Clearance Card and comply with EVAR's background check policy.

Responsible to: Director of Center Based Services/Center Manager

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

Primary Worksite: Week split between the Red Mountain Active Adult Center and the Mesa Active Adult Center. Position will require some travel via automobile.

Equal Opportunity Employer