

Activities Coordinator

The Florence Douglas Center is an integral part of our community's health and well-being of older adults. The mission of the Vallejo Senior Citizens Council/Florence Douglas Center is creating opportunity for older adults to improve the quality of their life in order for them to remain active, to be a respected and contributing member of their community, and to encourage powerful aging. Our services are preventative in nature – seeking to keep older adults healthy, physically active, and socially engaged.

Summary: Reporting to the Executive Director, the Activities Coordinator is responsible for the overall planning, implementation, and evaluation of the Florence Douglas Center's activities, workshops, events, and services.

Main Duties:

- Program development and implementation including arranging for virtual and in-person classes, workshops, musical entertainment, arts and crafts, games, social activities, and educational courses.
- Prepares surveys and/or assessments to determine interest and need for programs and services.
- Monitor all program activities including attendance, revenue, evaluation, reporting, and invoicing (particularly in MySeniorCenter)
- Works with Executive Director on grant/funding opportunities for the Menu of Activities.
- Takes the lead on and manages center events such as Monthly Dinners, Luncheons, Open House, Volunteer Appreciation and others as necessary.
- Coordinates instructors and prepares their contracts. Maintains a register of all facilitators, their back-ups and all volunteers.
- Keeps abreast of current issues relevant to older adults through webinars, blogs, local coalitions and conferences regarding older adults.
- Submit program activities and evaluation reports as required by funding agencies to the Executive Director
- Works with volunteer day trip coordinators to ensure smooth operations of excursions programs.
- Works with Volunteer Area Managers to ensure smooth operations of areas with volunteers.
- Regularly communicates with front desk staff and volunteers to ensure team is up to date on all center activities and happenings
- Inputs programs accurately into MySeniorCenter database; works with Executive Director to ensure MSC outputting proper reporting
- Develops calendar of activities for website and welcome hand newsletter publication.
- Publishes the Monthly Welcome Hand Newsletter.
- Works with Center Maintenance Staff to Ensure that program rooms are clean, physically set up with chairs and tables, and other equipment and supplies as needed. Assists facilitators bringing in equipment for their programs.

- Manages the Volunteers to support the Menu of Activities

JOB REQUIREMENTS

The position requires the ability to function successfully within the many expectations of a multi-purpose adult activity center as well as the ability to work independently. The position requires a cooperative approach toward other staff, volunteers, and members of the community and the patience to respond to older adults. English language proficiency is required.

- Proficiency in Microsoft Office Suite, Publisher
- Critical thinking skills: ability to conceptualize, propose and implement
- Team orientation to mission fulfillment
- Experience with volunteer management and appreciation
- strong verbal and written communication skills
- professional personal presentation
- offers exceptional customer service
- organizing and planning
- attention to detail
- reliability
- stress tolerance

Physical and Environmental Requirements:

- Ability to work in an indoor climate-controlled office environment including sitting at a desk, walking back and forth between program rooms and some standing.
- Ability to lift metal folding chairs, tables, etc. approximate weight 40 pounds.
- Ability to hear and react to conversations and information given in sometimes noisy, confusing environments both indoors and outdoors.

Schedule: 6-hour workdays between the hours of 9:00 a.m. and 3:00 p.m. with a 30-minute unpaid lunch before the 6th hour, or as negotiated with supervisor. Some evening and weekend work may be required. Staff participate in evening and weekend events/activities.

About Florence Douglas Center

The Florence Douglas Center is managed by the non-profit Vallejo Senior Citizens Council, Inc. The Florence Douglas Center is an equal opportunity employer.

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Older Adults beginning at age 50 can join the Center and participate in a classes, receive a service, enjoy lunch or a social program. This does not include the hundreds of phone calls coming into our front desk from people requesting help or services. For more information about the the Florence Douglas Center, visit: www.fdcvallejo.org

Pay Rage \$19.00-22.00 Hourly

Benefits After 6 months Vacation & Sick Time Accured, Paid Holidays