

POSITION DESCRIPTION

Position: Activity Coordinator
Program: Residential Family Shelter
Reports to: Program Manager

Status: Non-exempt
Date Revised: 01/2020

POSITION SUMMARY:

The Activity Coordinator is responsible for assuring quality services to all program participants in a compassionate and professional manner as it relates to the specific program objectives. Objectives include supportive interaction with participant families and team members, assessment of participant family needs, performance of all work duties as required, and provide direct care and service to children residing at Bannon Residential Family Center. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards.

OBJECTIVES/ACTIVITIES:

- A. Responsible for performing daily work requirements to achieve established objectives of the program.
 - 1. Manage events designed to enhance programs and services offered including craft nights, birthdays and holiday activities.
 - 2. Coordinate monthly events, tours or interactive awareness sessions as per a pre-planned schedule.
 - 3. Keep track of clients, and participants' hours and enter all pertinent data into the database.
 - 4. Keep records and generate reports with results for events and details of participation in all activities and events.
 - 5. Work with the Community Engagement Manager to identify volunteer needs and capturing volunteer hours.
 - 6. Support group tours for donor's plant, corporate, foundation, and individual donors, as needed.
 - 7. Assist in orientation of the children services program requirements and regulations to new families upon intake.
 - 8. Create cognitive play opportunities that nurture healthy child development.
 - 9. Communicate and comprehend oral and written instructions.
 - 10. Other duties as assigned.

- B. Responsible for all areas of daily program maintenance in compliance with company policies.
 - 1. Work with Program Manager and/ Case Managers to assess and report progress of participants for achieving goals and identifying potential risks while in the care of Family Services.
 - 2. Document and report all client concerns and/or infractions that can impact the program security.
 - 3. Notify management of potential workflow problems and resource needs necessary to attain performance standards.
 - 4. Adhere to staffing schedules in order to provide adequate/safe staffing coverage and to accomplish program objectives.
 - 5. Provide emergency shift coverage as needed.

- C. Responsible for self-development.
 - 1. Continually learn and enhance technical and interpersonal skills.
 - 2. Attend staff meetings/assigned training and complete required certifications, i.e. CPR, First Aid, etc.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent required. Must have at least two (2) years' experience working with children. Early Childhood Education coursework preferred. This position requires demonstrated ability to communicate and comprehend oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to homelessness, substance abuse, cultural diversity, and/or persons with disabilities. Must be able to utilize a range of interventions to work with clients with varying needs and levels of functioning. Must have the flexibility to work irregular hours including some evenings and weekends, and have the willingness to function as a team member. Computer skills required. Requires CPR and First Aid training within ninety (90) days of employment re-certification as necessary and T.B. testing annually. Must undergo a criminal background check.

SPECIFIC SKILLS REQUIRED:

Excellent oral and written communications
Strong organizational skills
Strong interpersonal skills
Demonstrated management skills
Even temperament and patience
Ability to multi-task and to respond quickly and positively to solve unexpected problems
Ability to meet goals and deadlines
Experience with Microsoft suite of products
Teamwork skills
Demonstrated leadership skills
Analytical and decision making ability

PHYSICAL REQUIREMENTS:

Lift and move up to 30 pounds
Physically able to safely maneuver weight distribution for event set ups
Stand, walk, bend, stoop, and sit frequently
Kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the Program Manager or designated lead. This person must be able to function both independently and in a team environment working towards attainment of operational goals.

SUPERVISION EXERCISED:

This position does not supervise, however, may be delegated training and lead responsibilities to assigned support as needs may require, or may have interns associated with the position.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires contact with other members of staff as well as volunteers, many of whom are donors to the organizations, vendors and corporate sponsors. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

None

NUMBER OF EMPLOYEES:

No employees report to this position.

This Activity Coordinator job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed _____