

Job Title: Activities Coordinator (On-Site)
Supervisor: Assistant Director, Lifelong Learning Center
Job Status: Non-Exempt/Full Time
Job Hours: 35 hours per week, Tuesday- Saturday 9:00am-5:00pm
Location: Midtown Manhattan
Compensation: \$40K-\$45K, Annually

About Encore: Known widely as *Broadways longest running act of loving care*, Encore's mission is to improve the quality of life for older New Yorkers, so they are not just surviving, but thriving. Through a robust array of programming, Encore takes a "no wrong door approach" to ensure Seniors are able to age in place comfortably for as long as possible. **Encore is recognized as one of the most respected and trusted nonprofit organizations providing services for older New Yorkers in New York's City.** Encore is on the cutting edge in the human service field and is a staunch advocate not only for older New Yorkers, but also for the essential human service employees who serve as the City's safety net. **Do not miss this chance to work for a mission-oriented organization, which centers employees as its number one resource.**

Position: The Activity Coordinator (ALC) in coordination with the program manager and Director of Programming collaborates with internal and external community stakeholders to develop and implement an activities and workshops of to engage older adults from diverse communities. The AC has primary responsibility for implementing educational/ recreational, arts and culture, exercise and health promotion programs that achieve these agency goals. They must work with staff across the organization to promote, and support, the engagement of older adults. The AC is responsible in partnership with internal and external stakeholders to increase community engagement initiatives including assisting with community festivals, outreach, outings.

Benefits: This position is a full-time position with benefits that include medical insurance (with Employee contribution) and Dental/Vision with coverage beginning on the first day of hire, generous paid time off (vacation, personal days, sick days and earned floating holidays), 403(b) with 3% Employer Match after a year of employment, Flexible Spending Account, Dependent Care and transit benefits.

Job Responsibilities

Activity Coordination:

- Implement community engagement programs/events, and develop a shared responsibility in creating a welcoming space for engaging our community across departments.
- Lead a class(es) creating the curriculum and engaging older adults and may co-lead program activities.
- Coordinate, organize, implement and maintain Encore's Lifelong Learning programming activities, events and outings.
- Ensure activities are user-friendly, age-appropriate and culturally responsive program content.
- Ensure all the required staff and materials are available for all activities, a room or space is reserved for the event.

- Coordinate with the Assistant Director and the Director of Programming in the creation of the monthly calendar as well as the creation of flyers and related promotional materials and ensure distribution in advance.
- Identify programs in consideration of the needs, abilities, and interests of the participants.
- Survey participants to identify their interest in new ideas for programs and activities.
- Ensure that participation at each activity indicates satisfaction and meets funding source requirements for activity size.
- Participates in the planning, set-up, programming and breakdown of all special events.
- Assists with transporting and/or escorting program participants to, from and within the program, and on external trips.
- Demonstrate a positive, professional appearance and attitude, sensitivity to participants' issues and feelings, and excellent communication skills.
- Oversee activities and special events for the older adults including outings in the community, Lifelong Learning Center, ensuring that participants are safe and space is adequate for any activity.
- Cover and oversee the Lifelong Learning Center in absence of the Assistant Site Director and designated staff. Provide coverage to other program staff members as needed.

Administration:

- Maintain and input accurate information and data in appropriate databases about members, schedules and volunteers for tracking and program evaluation;
- Complete all required paperwork in a timely manner to support programming, administration, monitoring and evaluation, including participant sign-in sheets;
- Maintain activity materials and supplies inventory including organization of the supply closet. Request supplies as needed.
- Assist in recruitment of volunteers to lead activities and sessions for programming;
- Maintain other appropriate files and records as directed;
- Other duties as assigned

Qualifications:

- Associates Degree in the Arts/Music/ Theater, Social Services or Education or relevant experience;
- Or High School diploma with at least 3 years' experience in working with older adults in a recreational or program capacity;
- Flexible scheduling to participate in events outside the workday schedule and must be available to work occasional evenings and weekends, as needed;
- Ability to effectively communicate and actively listen with internal and external stakeholders including partners, program participants, supervisors and other team members;
- High Energy and BIG Personality;
- Strong organization and administrative skills;
- Proven experience with effective classroom management strategies and cultural competency, a plus;
- At least 2 years' experience with basic software, i.e. word processing, publisher, spreadsheets, databases, and graphics;

- Experience and interest in working with diverse populations;
- Knowledge of event planning practices and techniques;
- Public speaking experience;
- Physically able to perform duties such as standing for long periods, squatting, bending and lifting heavy objects;
- Applicants must have the ability to work with minimal supervision, be highly detail-oriented, diligent, able to adapt easily to change, and able to work in a high-paced environment;
- Excellent communication skills (written and oral); strong organizational skills;
- Must demonstrate a positive, professional appearance and attitude, sensitivity to participants' issues and feelings, and excellent communication skills.
- Bilingual Spanish or Cantonese/ Mandarin Speaking a plus

How to apply: email Resume and Cover Letter to jobs@encorenyc.org. In the subject line, please indicate “**Activities Coordinator**” Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls please.

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Encore Community Services is an equal opportunity employer and does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.