

**Job Title: Senior Activity Coordinator (2 Positions)****Organization:** Casa de Amigos**Location:** Midland, TX

**Job Description:** The purpose of this job is to plan, organize and implement meaningful social, educational, health and recreational Senior Center activities in concert with the Senior Center Coordinator and Senior Program Manager for senior citizens on a regular daily basis at the Senior Center. Responsibilities will include, but may not be limited to, those described in the duties listed below.

**Duties & Responsibilities:**

- In coordination with program participants, plans and coordinates activities and events for senior citizens in 4 main areas: o Social o Educational o Health & Wellness o Recreational
- In concert with coordinator and manager, prepares a monthly calendar for program participants to include all scheduled activities.
- Encourages and engages program participants to be involved in planned activities.
- Recruits and supervises leaders/volunteers from the community provide classes, events, activities, etc.
- Oversees setting up and putting away supplies.
- Enters daily program activities in Client Tracking for reporting.
- Assists with administering assessment to and filling out forms for clients.
- Offers information and assistance/advocates on behalf of clients.
- Participates in community meetings as assigned.
- Supports Casa de Amigos volunteer program in all areas of the agency.
- Participates in staff meetings/training.

**Knowledge, Skills and Abilities:**

- Skilled in Microsoft Office and Client Tracking software
- Loves to have fun
- Inclusive, engaging, outgoing, and kind
- Ability to plan, organize people, time, and resources
- Must understand group dynamics and democratic processes
- Enthusiasm for getting people to participate
- Must be able to communicate clearly
- Resourceful
- Diplomatic and tactful
- Assertive and diligent
- Patient and caring.
- Enthusiastic
- Bi-lingual a plus

**Hours:** Part Time, 32 hours per week; Full Time, 40 hours per week. May include some evening/weekend time.

**Education & Experience:**

- College Degree, Human Services or Gerontology preferred or equivalent combination of education, experience and training which provides the needed knowledge, skills and abilities.
- 1-2 years program activity coordination required; 3-5 years preferred.

**How To Apply:** Please send resume to Tonya Eckert, Executive Director to [teckert@casadeamigosmidland.org](mailto:teckert@casadeamigosmidland.org)