



**ACTIVITIES COORDINATOR/NEWSLETTER EDITOR**  
**Position Description**  
Updated 2-10-2020

**Description of Duties:**

Responsible for planning and implementing the Center's activity programming, collaborating with the Activities Chairperson, Activities Committee and Executive Director, along with communicating the program through printed promotional materials, including the monthly Rockin' Seniors Newsletter.

**Supervision Required:**

Work under the direct supervision of the Executive Director.

**Essential Duties and Responsibilities:**

- Work directly with the Activities Chairperson, Activities Committee & Executive Director to ensure that a diverse program of activities is offered each month.
- Responsible for keeping the official Center calendar up-to-date, both in the Activities book and in Schedules+.
- Coordinate details for all off-site trips, communicating directly with all venues and keeping detailed records up to date at all times.
- Assist with front office staff in regards to execution of off-site and on-site activities.
- Plan, coordination, and document Activities Committee meetings.
- Oversee the hostess training program from updating as needed. Along with facilitating training meeting at least once a year.
- Select hosts for trips, coordinate all host materials for, and meet with hosts before and after trips.
- Assist in sending off trips and welcoming back of members to get feedback and connect with the members.
- Communicate and coordinate with all contributors to the newsletter, determining in advance what needs to be published each month and making sure all materials are received by publishing deadlines.
- Design, write and publish the monthly newsletter, on a timely schedule.
- Design various flyers, signs, and other materials for staff members as requested.
- Regularly update the Center's televised information platform.
- Photograph events, activities and people, maintaining photo files, in conjunction with Special Event/Projects Coordinator.
- Assist with our social media presence (i.e.: Facebook, Instagram, Twitter, etc.) in collaboration with the Volunteer Coordinator.
- Book outside tickets, reservations and entertainment for events and activities.
- Proofread materials for Executive Director on grant writing and administration.
- Create newsletter mailing labels and assist if needed in the mailing of the newsletter.
- Be responsible for monthly bulk mailing of newsletter.
- Pull maps for previously attended venues for transportation coordinator along with create new ones.
- Collaborate with Transportation Coordinator on off-site activities driver/vehicle needs.
- Keep CRSC Activities Book up-to-date with information and maps about all off-site and on-site programs.
- Coordinate with Project/Event Coordinator for further Activities development of Schedules Plus Software under direction of the Executive Director
- Keep Trip Books and Restaurant Books, along with their spreadsheets, updated.
- Help with on-site activities and events.
- Handle room reservations for events.
- Handle Petty Cash reimbursements
- Greet, assist, and direct the public, members and/or visitors to the appropriate staff person.

- Balance cash register at the end of every business day (shared duties with other staff members).
- Provide support to front desk office duties
- Make daily agenda for outgoing trips.
- Set up sign-up day activities.
- Other duties as assigned.

**General Office:**

- Provide office support services in order to ensure efficiency and effectiveness within the Center.
- Be back-up to Front Desk Coordinator for answering phones and greeting visitors/members.
- Receive, direct and relay telephone messages and fax messages.
- Assist with the activities, services and other sign up programs. This will include verifying payments, maintaining waitlists and handling cancellations.
- Handle and process purchases and money transactions. Be responsible for using the credit card machine and keying into the cash register.
- Send/receive faxes.

**Skills, experience and training:**

- Must have design and newsletter layout experience in Microsoft Publisher.
- Must have excellent grammar and demonstrated writing abilities.
- Must have a working knowledge and skills in Microsoft Office computer programs and usage.
- Must have experience with multi-line telephone systems.
- Must have a valid Colorado Driver's License and acceptable driving record.
- Two or more year's previous experience working in an office environment.
- Must have a strong working knowledge of standard office equipment and applications.
- Prefer prior experience and understanding of volunteer programs and/or non-profit organizations.

**Physical Requirements:**

- Ability to lift a burden of 25 lbs. or less.
- Ability to participate in routine conversation in person or via phone or hand held radio and distinguish signals including alarms, emergency whistles, equipment malfunction signals and similar alerts.
- Ability to visibly distinguish circumstances, situations, written material and other details within the environment at distance both near and far.
- Mobility to move to and from points within and without of the Senior Center.

**Other Requirements:**

- Ability to interact with general public and members of the organization.
- Ability to work well with other staff in dealing with unexpected situations and challenges.
- Ability to adapt to an ever-changing environment.
- Ability to remember processes and procedures for dealing with competitive situations and challenges.
- Problem solving skills helpful in responding to unanticipated circumstances and challenges
- Ability to read and understand materials and compare information or instructions in written form.

**Position Description:**

Position descriptions are dynamic documents, meant to be updated and revised continuously, based on the programs and services we offer. We encourage you to offer suggestions for improving your effectiveness and the design of your position by speaking with your supervisor

- I have received a copy of the Employee Handbook.
- I have received a copy of the Center's By Laws.
- I have read the job description for the Activities Coordinator/Newsletter Editor position and have had all my questions answered in regards to the job duties, responsibilities and requirements.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_