



**ACTIVITIES COORDINADOR**  
**Position Description**  
Updated 12-20-2023

**Description of Duties:**

Responsible for assisting with and planning and implementing the Center's activity programming, collaborating with the Activities Chairperson, Activities Committee and Executive Director, along with communicating programs through printed promotional materials, including the monthly "Rockin' Seniors" Newsletter. In addition, the Activities Coordinator will directly supervise the Activities Support Position.

**Supervision Required:**

This position will work under the direct supervision of the Executive Director.

**Essential Duties and Responsibilities:**

- Work directly with and oversee the Activities Support position.
- Work Directly with Activities Chairperson, Activities Committee & Executive Director to ensure that a diverse program of activities is offered each month.
- Responsible working with the Activities Support person to keep the official Center calendar up-to-date, both in the Activities book and in Schedules+.
- Co-ordinate and oversee all details for all off-site trips, communicating directly with all venues and keeping detailed records up to date at all times. Along with requesting check requests as needed.
- Research and arrange speakers, instructors and entertainers for programming.
- Oversee the hostess training program from updating as needed. Along with facilitating training meeting at least once a year.
- Oversee that hosts are selected for trips, all host materials are complete and activity support person meet with hosts before and after trips.
- Work with group and special interest leaders for scheduling and updates of programs.
- Research and organize new activities or programs, in collaboration with Executive Director
- 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 publishing the monthly newsletter, on a timely schedule.
- Design, write and create new logos and graphics for Center.
- Assist in designing various flyers, signs, and other materials for staff members as requested.
- Oversee that the Center's televised information platform is updated regularly.
- Oversee that the photo gallery on website is updated regularly.
- Photograph events, activities and people, maintaining photo files when able.
- Oversee the center's social media presence (i.e.: Facebook, Instagram, Twitter, etc.)
- Book outside tickets, reservations and entertainment for events and activities.
- Oversee that CRSC Activities Binder is up-to-date with information and maps about all off-site and on-site programs.
- Oversee that Trip Books and Restaurant Books, along with their spreadsheets, updated.
- Handle room reservations for events.
- Greet, assist, and direct the public, members and/or visitors to the appropriate staff person.

- Provide support to front desk office duties
- Be responsible for monthly sign-up day activities and registration process.
- Coordinate and oversee Activity Volunteers
- Design, update and create new section for the CRSAC website in collaboration with Activities Support position. Assistant Director will serve as back up.
- Oversee that Monthly Activity reports are completed for Director and Accountant
- Proofread materials for Executive Director on grant writing and administration.
- Coordinate with Project/Event Coordinator for further Activities development of Schedules Plus Software under the direction of the Executive Director.
- Other duties as assigned.

**General Office:**

- Provide office support services in order to ensure efficiency and effectiveness within the Center.
- Be back-up to Guest Relations 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: \_\_\_\_\_