



ACTIVITIES / SPORTS COORDINATOR

Position Description

Updated: February 5, 2026

Position Summary

The Activities/Sports Coordinator is a full-time position responsible for assisting with the planning, coordination, and implementation of the Center's activities, sports, and recreational programming. This position represents the Castle Rock Senior Center and works collaboratively with the Assistant Director – Activities, Programs & Services, the Activities Chairperson, the Activities Committee, and the Executive Director to ensure a diverse, engaging, and well-organized schedule of programs.

The Activities/Sports Coordinator also provides oversight of the Kitchen Coordinator in collaboration with Volunteers of America (VOA), ensuring compliance with VOA policies and State of Colorado health regulations. In addition, this position supports other meal programs and special events hosted by the Center throughout the year and assists with communications through printed promotional materials, including the monthly *Rockin' Seniors* newsletter.

Supervision

The Activities/Sports Coordinator reports directly to the Assistant Director – Activities, Programs & Services and works under the overall supervision of the Executive Director.

Essential Duties and Responsibilities

Kitchen & Meal Program Coordination

- Oversee and support the Kitchen Coordinator in the coordination of VOA Hot Lunch programs on Tuesdays and Thursdays.
 - Shop for and support "Let's Celebrate" dining room events.
 - Coordinate with staff on activities scheduled to follow lunch or at other times and assist with room setup as needed.
 - Plan, coordinate, and support Lunch & Learn luncheons and special events, with assistance from the Kitchen Coordinator.
 - Maintain ServSafe Certification for the Center.
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Activities & Sports Programming

- Work closely with the Assistant Director – Activities, Programs & Services, Activities Chairperson, Activities Committee, and Executive Director to ensure a diverse, balanced monthly activity schedule.
- Collaborate with the Assistant Director – Activities, Programs and Services to keep the official Center calendar current in both the Activities Book and Schedules Plus.
- Co-coordinate all details for off-site trips, including communication with venues, detailed recordkeeping, and submission of check requests.
- Research, recruit, and schedule speakers, instructors, and entertainers.
- Assist front office staff with execution of on-site and off-site activities.
- Assist with and document Activities Committee meetings.
- Assist with the Hostess Training Program in collaboration with the Assistant Director – Activities, Programs & Services.
- Assist with selecting trip hosts, coordinating host materials, and meeting with hosts before and after trips.
- Enter daily participation data for activities and programs.
- Prepare daily trip agendas and assist with sending off and welcoming back participants, gathering feedback and fostering member connection.
- Manage sports registrations, team rosters, and league documentation.
- Book tickets, reservations, and entertainment for events and activities.
- Create maps for drivers and meet with drivers prior to trips or events.
- Maintain the Activities Binder with current information, instructions, and maps for on-site and off-site programs.
- Ensure Trip Books, Restaurant Books, and related spreadsheets remain accurate and up to date.
- Manage room reservations for activities, programs, and events.
- Assist with monthly sign-up days and registration processes.
- Compile and submit monthly activity reports for the Executive Director and Accountant.
- Order kitchen supplies as needed.
- Perform other duties as assigned.

Newsletter & Communications Support

- Assist with the design, writing, and production of the monthly *Rockin' Seniors* newsletter.
- Coordinate newsletter proofreaders and submit corrections to the Assistant Director Newsletter Editor.
- Create newsletter mailing labels and manage the monthly bulk mailing process.
- Regularly update the Center's televised information platform and website photo gallery.
- Photograph activities, events, and participants and maintain organized photo files.
- Assist with the Center's social media presence (e.g., Facebook, Instagram, Twitter/X).

General Office Support

- Provide office support services to ensure efficient and effective Center operations.
- Serve as backup to Guest Relations for answering phones and greeting members and visitors.
- Receive, direct, and relay telephone and fax messages.
- Assist with program registrations, including payment verification, waitlist management, and cancellations.
- Process purchases and financial transactions using the cash register and credit card system.
- Balance the cash register at the end of the business day (shared responsibility).

Skills, Experience & Training

- Experience with newsletter design and layout using Canva.
- Excellent grammar and strong written communication skills.
- Proficiency in Microsoft Office applications.
- Experience with multi-line telephone systems.

- Valid Colorado Driver's License with an acceptable driving record.
 - Maintain ServSafe Certification for the Center.
 - Minimum of two years of experience in an office environment.
 - Strong working knowledge of standard office equipment and applications.
 - Preferred experience in nonprofit organizations and/or volunteer program management.
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Physical Requirements

- Ability to lift up to 25 pounds.
 - Ability to perform tasks requiring fine and gross motor skills.
 - Ability to communicate clearly in person, by phone, or via radio and recognize emergency and equipment signals.
 - Visual ability to read written materials and distinguish environmental details at varying distances.
 - Mobility to move throughout the Senior Center and attend off-site activities as needed.
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Additional Requirements

- Ability to interact professionally and compassionately with members of the public.
 - Ability to work collaboratively with staff and volunteers in a dynamic environment.
 - Ability to adapt to changing priorities and operational needs.
 - Strong organizational, procedural, and problem-solving skills.
 - Ability to read, understand, and follow written instructions and materials.
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Acknowledgement

Position descriptions are dynamic and may be updated as programs and services evolve. Employees are encouraged to discuss ways to improve role effectiveness with their supervisor.

- I have received a copy of the Employee Handbook.
- I have received a copy of the Center's Bylaws.

I have read and understand the job description, and my questions regarding duties, responsibilities, and requirements have been answered.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____