

## **PROGRAMMING & ACTIVITIES COORDINATOR**

### **ORCAS SENIOR CENTER NONPROFIT**

*Open 6/15/2018 until position filled.*

The Orcas Senior Center is seeking a **Programming & Activities Coordinator** to implement and support new initiatives as well as support ongoing programs at the Orcas Senior Center. This part-time position is 20 hours a week with a starting wage of \$18-20 an hour (depending on experience). This position reports to the Orcas Senior Center Executive Director (ED) and the Orcas Operations Committee, the Orcas District of the Senior Services Council of San Juan County, Inc. 501(c)3 nonprofit organization.

#### **DUTIES AND RESPONSIBILITIES ARE AS FOLLOWS:**

- Coordinate and Implement Programming (Activities, Workshops, Events), under the direction of the Senior Center ED, Hearts and Hands Program Director, and Orcas Operations Committee (75% Orcas Senior Center and 25% Hearts and Hands);
  - Maintain and Increase **Wellness and Preventative Health Offerings** at the Senior Center; exercise classes, foot care, health vans and in-services, hearing screenings, health workshops and classes, and other related programming.
  - Maintain and Increase **Recreational Activity Offerings** at the Senior Center; field trips, creative workshops and classes, visual arts committee support, multigenerational collaborations, travel group trips, and other related programming.
  - Assist with implementation of **Hearts and Hands Activities and Events**.
  - Event coordination and support, including; room set-up and breakdown, IT set up (projector/sound system/white board), retention of permits, and obtaining supplies.
- Outreach and collaborate with other local organizations to increase variety and quality of program offerings and materials, attending community meetings as necessary.
- Support implementation of goals related to new initiative and grant funding.
- Attend Monthly Operations Committee Meeting and Bi-Weekly Director Meetings.
- Responsible for maintaining and updating procedures related to position.
- Work with Administrative Assistant and Directors to implement program marketing.
- Volunteer oversight, recruitment, support, data maintenance, and retention.

#### **Preferred Skills & Qualifications**

The following skills and qualifications are preferred, but not limited to:

- The successful applicant will have excellent verbal and written communication skills, and establish and maintain positive relations with community members and volunteers.
- Have exceptional problem-solving, organizational, time management skills.
- Applicants must have the ability to track and prioritize numerous tasks at once, as well as be responsive to the various needs of staff, volunteers and clients.
- Competency utilizing and building documents in Microsoft Office (Word, Excel, Publisher).
- Ability to lift 20-25 lbs, this position requires the physical capability to move tables, chairs and supply boxes throughout the Senior Center as needed for programs and events.
- The ideal candidate also has a desire to serve and improve the quality of life of our island's elders.

This position reports to Sara Boyle, ED of the Orcas Senior Center (the Orcas District of the Senior Services of San Juan County 501(c)3 nonprofit organization), who will determine hours and assignments. This is a non-exempt part-time position (20 hours per week) with a starting wage of \$18-20 per hour, which includes two weeks (40 hours) combined paid time off for sick and vacation days annually. The Orcas Senior Center is an equal opportunity employer. To apply for this position or for more information, please send your cover letter and resume to Sara Boyle at [oisc.cfa@gmail.com](mailto:oisc.cfa@gmail.com) or call 360-376-7723.