

## Kinship Senior Center **Activities Coordinator**

### Job Description

The Activities Coordinator supports the delivery of programs and activities of Kinship Senior Center by leading and coordinating activities and serving as representative of the center in the absence of the Executive Director or Case Manager. The Activities Coordinator reports to the Executive Director.

### Responsibilities

- Coordinates daily activities for the center and creates a welcoming atmosphere for all seniors
- Leads and assists daily wellness activities
- Acts as liaison between Kinship and volunteer instructors
- Contacts and schedules guest speakers
- Helps plan and implement all large events and programs
- Posts content regularly on our social media platforms
- Responsible for purchasing program and office supplies, including but not limited to supplies for seasonal and holiday events

### Qualifications

1. Must be friendly, outgoing and a morning person.
2. Must be a team player with staff, a strong leader for seniors, and a humble follower when needed.
3. Must have a high comfort level working with others and a genuine interest in working with older adults.
4. Must be energetic, capable of motivating others, and able to handle sensitive, confidential information.
5. Must be comfortable making and receiving phone calls.
6. Must be responsible and have integrity.
7. Must be able to lift 20 lbs.
8. Must be at least 21 years of age.
9. Bachelor's degree is a plus, but is not required.

The position is part-time. Salary is \$16.00/hour.

Due to COVID-19, office hours are Monday to Friday from 8:30AM to 12:30PM. Typical office hours are 8:30AM to 2:00PM. There may be times when hours are extended for special trips, etc. This position is perfect for someone who wants flexible hours and a fun, nurturing environment.

COVID-19 Safety: All staff and senior members must wear a mask at all times while at the center and be vaccinated against COVID-19.

### How to Apply

Please send your resume to [kinshipnola@gmail.com](mailto:kinshipnola@gmail.com) using the subject line: Activities Coordinator.

In the body of your email, please provide a brief answer (3-5 sentences) to the question:

Why do you think you would be a good fit for Kinship?

---

Kinship Senior Center is an equal opportunity employer. Kinship values a diverse workplace and strongly encourages women, people of color, and members of ethnic minorities to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, ancestry, marital status, veteran status, or any protected category prohibited by local, state or federal laws.