

## Part-time Activities Coordinator

### **Job Description:**

The Hamlet Senior Center serves adults 55 and up - and those that care for them - to live life to the fullest. The Activities Coordinator is responsible for developing and facilitating recreational activities, programs, classes and special events which meet the social, emotional, cognitive, spiritual and physical needs of the participants.

### **Job Duties:**

- Develop and plan programs, classes, and trips both onsite and virtually that promote greater quality of life for adults 55+
- Evaluate activities to ensure participants needs and interests are being met
- Research new ideas for programs taking into consideration participants suggestions
- Create monthly activities calendar
- Coordinate volunteer program
- Transport and escort participants in 15 passenger van on field trips locally and out of town
- Collaborate with director to schedule and create activities and special events as needed
- Create posters/flyers to use on social media sites and other online platforms
- Maintain social media sites and other online platforms with information regarding special events, monthly calendar, etc.
- Purchase items needed for activities
- Prepare and setup snacks or small meals as certain activities requires
- Ensure all activities provided and planned meet and adhere to state requirements
- Other duties as needed, required, or assigned

All duties must be performed with the highest level of integrity and adhere to the highest standards of excellence, principles and customer service. All duties will be executed in accordance with the City of Hamlet and Hamlet Senior Center's policies and procedures and adhere to all regulatory requirements.

### **Core skills:**

- Proficient computer skills (email, Microsoft Office Suite, Internet)
- Knowledge of event planning practices and techniques
- Public speaking experience
- Knowledge of marketing and promotional practices
- Physically able to perform duties such as standing for long periods, squatting, bending and lifting heavy objects

### **Advanced skills:**

- Valid driver's license
- Able to work 20+ hours weekly (no set schedule)

The Activities Coordinator must demonstrate a positive, professional appearance and attitude, sensitivity to participants' issues and feelings, and excellent communication skills.

The Hamlet Senior Center welcomes great people without regard to disability, race, religion, age, gender, sexual orientation, national origin, military service, marital status, or any other characteristics, as protected by law. Please send completed city application and resume to [slocklear@hamletnc.us](mailto:slocklear@hamletnc.us). Applications can be obtained at Hamlet City Hall 201 Main Street or online at [www.hamletnc.us](http://www.hamletnc.us). Drug testing, physical, and background check required.