

**Glastonbury Housing Authority
Job Description**

JOB TITLE: Recreation Coordinator

Exempt (Y/N): No	JOB CODE: Part Time 19.5 hours/wk
SALARY LEVEL: \$15.25 -15.60/hour	DOT CODE: 187.167-238
SHIFT: day-varies	DIVISION: Frail Elderly
LOCATION: Herbert T Clark House	DEPARTMENT: Herbert T Clark
EMPLOYEE NAME:	SUPERVISOR: Wendy Ehrhardt
PREPARED BY: Wendy Ehrhardt	DATE: 03/10/2009
APPROVED BY: Neil J. Griffin	DATE: 01/21/2015

SUMMARY: The Recreation Coordinator under the general direction of the Director of the Herbert T Clark House organizes and supervises recreational, cultural, educational and health/wellness programs for seventy frail older adults. Recreation Coordinator interacts directly with frail seniors, volunteers, instructors, and the general public. Conducts recreation activities with assigned groups: Organizes, promotes, and develops interest in activities, such as arts and crafts, sports, games, music, dramatics, social recreation, and hobbies. Cooperates with other staff members in conducting community wide events and works with staff to determine recreation interests and needs of the residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plans a diversified monthly program on an individual and group level, with each activity designed to meet individual needs and interest for both communities. Coordinates the set up of furniture and equipment needed for programs; purchases refreshments and supplies; coordinates monthly speakers, instructors and entertainers; coordinates special trips and supervises when needed.

Complete resident activity profile for each resident within 10 business days of move-in.

Coordinates with our chef special luncheon programs, monthly birthday parties, schedule entertainment, order party items and inform staff of all programs.

Coordinates with community healthcare professionals to plan monthly wellness educational programming.

Each month create a diversified monthly calendar and monthly newsletter. Activity Coordinator is responsible for copying, distribution and posting of calendars.

Purchase weekly bingo prizes.

Provides activity information to residents, staff, volunteers and sponsors. Photographs activities as needed for press releases and promotional material.

Maintains program participation statistics and tracks program expenditures.

Prepares and processes purchase orders for programs and entertainment.

Provide the highest level of customer service to the residents, their families and the general public.

Performs other duties as required.

SUPERVISORY RESPONSIBILITIES:

Directly supervises no employees. Supervises program volunteers.

SUPERVISION RECEIVED

Employee reports to the Director of the Herbert T Clark House or the Director's designee.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be able to work well with frail older adults. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Applicants will be subject to a criminal background check and drug testing.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent and at least 1 year experience in an activity department or human services field.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to verbally communicate via telephone, hear verbal exchanges and be able to see written documents in order to process paperwork.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, fractions, use decimals and percentages.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Connecticut driver's license. CPR and first aid required or to be obtained upon hiring.

OTHER SKILLS and ABILITIES:

Efficiently use Microsoft office programs to a basic level; including Outlook, Word and Excel.

Ability to remain calm in an emergency situation.

Ability to create programs with limited financial resources.

Ability to stimulate residents, volunteers and community members in our programs.

Ability to establish and maintain working relationships with staff members, residents, contractors and general public. Ability to demonstrate patience, cooperation and reliability. Ability to share workspace and a common phone line.

Ability to quickly and easily adapt to resident situations, changes in procedures, and have several activities going on at once.

Ability to accurately and effectively respond to questions from residents, staff and general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is frequently required to walk and sit. Ability to push/pull/lift 20 pounds.

Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. May be exposed to variations in temperature. Work environment contains frequent interruptions and distractions.