

Position Title: Activities Coordinator

FLSA Status: Non-Exempt

Property Focus: Family Community or Senior Community

Part-Time, approximately 28 hours a week.

Preferred Hiring Range: \$20.84 - \$24.52

Full Range: \$20.84 - \$28.20

Pay is based on experience, skills, abilities, and internal equity.

### **Job Summary**

The Activities Coordinator is responsible for providing engaging programs to residents who reside in a Linc community. Examples may include: social, education, and recreational programs and linkages to community resources. The Activities Coordinator is responsible for maintaining strong relationships with residents and being a familiar member of the community while also working closely with property managers, service providers, and other staff members to design, market, and implement resident services that meet the needs of the community.

### **Essential Functions**

- Provide services to residents operating under an effective service delivery philosophy and uses a core set of principles to drive an approach that provides flexible services and support to all residents.
- Engage in a community assessment process, including surveying residents and identifying community assets and partners.
- Coordinate and implement programs and services that meet the needs of the residents both directly and through partnerships according to Linc Housing's Resident Services model.
- Work in collaborative and productive partnerships with staff, property managers, third party providers and residents to implement programs and services.
- Design, market, and provide programs and services that promote good physical and mental health, positive social development, and strong academic performance for residents of all ages.
- Promote and educate on financial stability, housing stability and healthy community integration which may be accomplished through collaboration with property management, field staff and third-party providers.
- Provide supportive services to include benefits counseling and advocacy, mental health care and support for physical health care as well as substance abuse services.
- Contact and provide referrals to outside agencies.
- Oversee work performance of interns and volunteers as identified for specific sites; provide training as needed to deliver services and resolve issues.
- Report monthly activities and expenditures, prepare written reports and correspondence on program impact, and update data systems as needed
- Represent Linc Housing at local collaborative networks, be present for events, greeting residents, and working with parents, seniors, and children.

### **Knowledge, Skills & Abilities**

- Design and deliver programs for families, children, seniors, and individuals with special needs in publicly assisted affordable housing
- Develop and implement individual service plan with residents.

- Prominent level knowledge of Supportive services, including assessments, crisis counseling, benefits counseling, conducting support groups.
- Able to work with a culturally diverse set of community-based organizations and residents.
- Able to work independently and within a team environment and exercise mature judgement.
- Strong communication, writing, and interpersonal skills for establishing and maintaining effective working relationships with employees, residents, property management, city staff, program partners, key stakeholders, and the public to implement successful programs.
- Implement and manage day to day tasks related to resident services programs and services, including program assessment and evaluation.
- Able to facilitate meetings and give presentations.
- Maintain and execute confidential information according to HIPAA Standards.
- Manage multiple priorities in a fast-paced environment.
- Monitor, document, and report out on community engagement outcomes and report any changes needed.
- Work a flexible schedule, may include evenings and weekends; travel to other properties as needed.

### **Education & Experience**

A combination of education and related experience may substitute for education requirements.

- Interest in social work, recreation, community health, and/or public health. Or Interest in working with seniors or families.
- Bilingual, Spanish preferred.

### **Physical Demands/Working Conditions**

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.

- Work is performed in an office environment and in the community, under pressure and requires the ability to quickly adjust to changing priorities and demands.
- While performing the duties of this job, the employee may be required to stand, walk, reach with arms and hands, climb stairs, stoop, kneel, and sit and use a keyboard.
- Travel by various modes of private and commercial transportation within the region may be required.
- The work environment will usually be in a recreational room or common area. The noise level is usually moderate but will vary depending on activity participating in.
- May be required to lift up to 10 pounds.

The statements contained in this position description reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.