

Community Engagement Coordinator

Job Description

RESPONSIBILITY

Under the supervision of the Wellness Director, plans and executes programs and activities of the Four Pointes Wellness Center. This includes scheduling and direct collaboration with Center support staff, paid instructors and volunteer instructors. Executes all programs and activities at the Center. Represents the philosophy and actualization of the four components of active aging in programming and behavior: social, spiritual, intellectual and physical and is consistent, informed contact and familiarity for members, in conjunction with the front desk staff.

KEY TASKS

The following list of duties is intended to describe the various types of work that may be performed and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the position, or is similar or closely related to another duty statement.

1. Plans in conjunction with Wellness Director and implements all programs/special events provided by the Center, creates and executes a monthly calendar of events. Tasks include managing program information, updating monthly calendar as needed in writing and on community calendars, continuous scheduling on year round basis of programming. Special event creation, support and execution including monthly lunches and day trips etc. Organizes implements and schedules the monthly Four Pointes New Member Orientation program.
2. Provides leadership to the recruitment and support of volunteers and their work assignments. Interviews prospective volunteers and matches the skills, experiences and expectations of volunteers to the available and appropriate positions. Works in conjunction with Four Pointes team members to coordinate volunteer placement. Develops and implements strategies for volunteer retention and replacement. Maintains current and updated volunteer records. Plans Annual Volunteer Recognition Event with the support of the Wellness Director and additional staff.
3. Coordinates with community agencies to provide legal, public and mental health, social services, adult school and other services and educational courses at the center.
4. Facilitates and supports Member led program development initiatives.
5. Schedules, organizes and provides daily support to paid and unpaid instructors in the areas of fitness, art, workshops, table games and more.
6. Works with Ambassador Committee or similar committees to identify needs/interests of members and develop and implements program to fulfill those needs;
7. Contributes to center newsletter, fliers, posters and displays to promote center programming.

8. Provides set up of programs and meetings to ensure programming is completed and best represents expectations of the Center. This may include the coordination of space and rental for private community groups;
9. Acts as a daily ambassador to acquaint larger community with center philosophy and programs/services;
10. May represent the Center in meetings with businesses and professional organizations, community groups and the public;
11. May assist in preparation of monthly statistical reports pertaining to center activities and programs for management team and Board review;
12. Maintains a current knowledge of trends and advancements in adult program planning and implantation;
13. Performs related duties, as assigned.

Knowledge of:

1. Principles and practices of older adult program planning, development, implementation and administration;
2. Interests and needs of older adults;
3. Practices and methods of needs assessment and program evaluation;
4. Policies pertaining to center programs and facility.

Skills In:

1. Planning, organizing, executing and reviewing a very robust schedule of events.
2. Motivating instructors, volunteers and members for their maximum professional development and personal accomplishment.
3. Establishing and maintaining effective working relationships with those contacted in the course of the work.
4. Wellness education and instruction;
5. Excellent verbal communication skills and ability to positively and constructively mediate/navigate conflicting differences among members or disgruntled participants;
6. Exercising sound independent judgement within general policy guidelines;
7. Implementing goals, objectives, policies, procedures, work standards and internal controls.
8. Demonstrated ability to support and coach individuals or group on their unique journey to discover their potential.



QUALIFICATIONS

Bachelor's degree from an accredited college or university in social welfare, recreation, exercise science, education or a closely related field with a demonstrated study of gerontology issues. Years of applicable experience demonstrating key tasks of the position may be considered in lieu of Bachelor's degree.

High degree of organization

Excellent relational abilities in working with diverse public

Proficiency in Microsoft Office and Publisher

Excellent references

Ability to lift 20lbs.

Reliable transportation

OTHER REQUIRMENTS

Must possess a valid Michigan Driver's License, with satisfactory driving record and undergo a national criminal background check.

This position is a part-time hourly position at 32 hours per week.