

Job Announcement: Senior Center Activities Coordinator

Position Title: Senior Center Activities Coordinator (Part-Time)

Location: Van Alstyne, Texas

Organization: Van Alstyne Senior Center

About Us: The Van Alstyne Senior Center is dedicated to enriching the lives of seniors in our community by providing a welcoming and vibrant environment. We offer a variety of programs and activities designed to promote social engagement, physical activity, and lifelong learning.

Position Summary: We are seeking a creative and enthusiastic part-time Senior Center Activities Coordinator to join our team. In this role, you will be responsible for planning, organizing, and facilitating a diverse range of activities and programs for our senior participants. This position is perfect for someone who is passionate about working with seniors and has a knack for creating engaging and meaningful experiences.

Key Responsibilities:

- Develop and implement a monthly calendar of activities and events, including social, recreational, educational, and wellness programs.
- Coordinate and lead activities such as arts and crafts, games, exercise classes, educational workshops, and special events.
- Foster a positive and inclusive environment where all participants feel welcome and engaged.
- Collaborate with community organizations and volunteers to enhance program offerings.
- Assist with marketing and promoting activities through the creation and distribution of newsletters and flyers in the community and via social media.

Qualifications:

- Previous experience working with seniors, preferably in a recreational or educational setting.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to lead and engage groups of varying sizes.
- Creative, energetic, and compassionate attitude.
- Proficiency in basic computer applications (e.g., Microsoft Office) and social media platforms.
- CPR and First Aid certification (or willingness to obtain).

Work Schedule:

- Part-time: Monday, Tuesday, Thursday, and Friday from 9:00am – 2:00pm; Wednesday from 9:00am – 4:00pm; one Saturday per month. [approximately 27 hours per week].

Compensation:

- \$12.00 - \$15.00 per hour, commensurate with experience.

How to Apply: Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience to vaseniorcenter@gmail.com. Please include "Senior Center Activities Coordinator Application" in the subject line.

Contact Information: Van Alstyne Senior Center

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P.O. Box 1371

Van Alstyne, Texas 75495

903-482-6241

vaseniorcenter@gmail.com

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Join our team and make a difference in the lives of seniors in our community! We look forward to hearing from you.