



Carter Burden Network
312 East 109th Street
New York NY 10029
Telephone: 917-409-1261

Activities Coordinator for Carter Burden/ Leonard Covello Older Adult Program

Job Description

Job Title: Activities Coordinator

Qualifications:

- Comfortable working with older adults, corporate, community, youth, families, and individuals.
- Excellent interpersonal, phone, and writing skills.
- Ability to juggle lots of small projects and schedules, all with a friendly and approachable attitude.
- Good public speaking skills.
- Computer literacy.
- Experience running or coordinating workshops.
- BA or BS required.
- "Can-do" attitude and flexibility are necessary and a must.

Job Description: Responsibilities include but are not limited to the following –

General:

- Helping the Director of Activities coordinate activities such as workshops, special events, and celebrations at the senior center.
- Additional tasks include working with the Volunteer Services Department on custom volunteer events and the requirement of seniors for the event.
- Develop community partnerships in the absence of the Activities Director.

Older Adult Center:

- On-site whenever activities between Activities Director and consultants are collaborated by assisting with the set up for the program and/or event by taking names of participants, and ensuring all are adhering to COVID-19 policies from NYS and CDC.
- Coordinating trips in advance for participants and reserving the driver via Lehman Center Director.
- Represent the Carter Burden Network, Inc. in community events and at the center.

Record Keeping:

- Keep all computer database calendars, Peer Place and senior contact information must be accurate and currently maintained for DFTA audit purposes.
- Record all activities and participants on the sign-in sheets, and input them on Peer Place.
- Generate accurate monthly/quarterly statistical data and record keeping to appropriate organizations (**CBN and DFT & Department for the Aging**).
- Participate in all CBN, community partners, or DFTA meetings, provide resources and restructure certain aspects of the program to maintain funding.
- Preparation for and participation in all DFTA audits.

Integral to Success:

- Work closely with older adults, consultants, volunteers, and agency staff.
- Keep accurate and up-to-date documentation of all Activities for DFTA audit purposes.
- Outreach to the senior population via innovative use of resources and services to allow seniors to live with safety and dignity.
- Accept other assignments, as appropriate, to meet the needs of the program and its clients.

Job Type: Full-time - Tuesday – Saturday from 9am – 5pm, or as needed.

Salary: \$34,500.00

Please email resumes to sepulvedac@carterburdennetwork.org