



JOB TITLE: Activities Coordinator
SCOPE: Full-Time/Non-Exempt
SUPERVISION: Reports to Administrator

ORGANIZATION SPOTLIGHT:

DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous supportive services that improve Housing, Health and Hope. As a bi-state agency with broad impact, we assist nearly 3,500 clients annually. On the heels of opening our innovative 3-acre \$40M Jefferson Ave. Campus, we are poised to expand our programming to improve service provision, while taking the organization to new heights.

WHAT WE ARE LOOKING FOR:

The ideal Activities Coordinator will have the ability to energize our residents to participate in various events. This person will work closely with our Administrator to revamp and professionalize our activities program. The candidate must be organized, flexible, have great attention to detail, and be highly capable of meeting expectations. The successful candidate will clear a background check, physical, drug test, TB test and be willing to obtain a Class E License to transport our residents.

WHAT YOU RECEIVE:

The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include highly competitive salary, health insurance, retirement savings and matching, mileage reimbursement, paid time off, and more!

MAJOR DUTIES AND RESPONSIBILITIES:

- Conduct the planning, developing, organizing, implementing, evaluating, and directing of the activity programs at Cooper House.
- Meet with residents, administration, medical and nursing staff, and other related departments in planning events and activities.
- Involve the resident/family in planning activities programs when possible. Assist in arranging transportation for field trips when necessary.
- Provide information to resident/families as to the activity programs available to the resident.
- Record and maintain regular activity progress notes.
- Compile and maintain an activity schedule, available projects, crafts, resources, etc.
- Assist resident with selection of activity in compliance with physician's orders.
- Develop monthly activity schedule/calendar and make sure activities are held as planned.



- Recognize and celebrate local, community and personal events by incorporating into activity schedule.
- Be alert for any change in the resident's condition and encourage volunteers to do the same. Report changes to nurse immediately.
- Assist residents by visiting with them, writing letters, running errands, making appointments, etc., as necessary.

WORKING CONDITIONS:

- Candidate with sit, stand, bend, lift up to 50 pounds, and move intermittently during working hours.
- Subject to interruptions and emotionally upset residents, family members, etc.
- Regular interaction with patients, personnel, visitors, government agencies/personnel, etc. under all conditions and circumstances.

QUALIFICATIONS:

- High School Diploma or equivalent
- Must have aptitude for and some training in working with at-risk populations, preferably those with HIV/AIDS—1-3 years' experience preferred.
- CPR/FA certification required (or be willing to complete course with DON)

SPECIFIC REQUIREMENTS:

- Must be able to read, write and speak the English language in an understandable manner.
- Must be able to multi-task in a fast paced, high-energy work environment.
- Must have a positive attitude on a daily basis and work well under high pressure, short-term deadline situations.
- Ability to maintain strict confidentiality.
- Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents based on whatever level they are currently functioning.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing activity programs.
- Understanding of issues pertaining to HIV/AIDS, homelessness, mental health, substance abuse and poverty preferred

PHYSICAL REQUIREMENTS:

The Activities Coordinator will do a large part of his/her work at a computer and must be able to spend extended periods of time typing and reading at a computer.

This job description in no way states or implies that these are the only duties the Activities Coordinator will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.



ACKNOWLEDGMENT

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of Activities Coordinator and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

This job description is illustrative only and is not meant to encompass all possible duties that an employee may be called upon to perform or all conditions that an employee may encounter during the course and scope of the employee's employment.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and such termination can be made without notice.

Date

Signature

DOORWAYS provides equal employment and social service opportunities to all regardless of race, color, sex, national origin, ability, military service eligibility, veteran status, marital status, disability, gender, gender identity, gender expression, sexual orientation or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the LGBTQIA+ community, as well as individuals with prior contact with the criminal justice system. DOORWAYS complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities.