



## Activities Coordinator

**Department:** Resident Services  
**Reports to:** Resident Services Supervisor  
**FLSA Status:** Non-Exempt, Part-Time (24 hours/wk)

### Position Summary

The Activities Coordinator is responsible for developing, implementing, and evaluating programs for residents, particularly youth, in SAHA's residential communities. This position provides quality service and ensures a safe, fun, and positive environment for all participants in its programs.

### Primary Duties & Responsibilities

include but are not limited to the following:

- Plan, organize and facilitate ongoing youth programs, e.g. tutoring and reading activities.
- Oversee volunteers who are assisting with an activity or program. This can include checking in the volunteers, recording hours worked, and organizing their work to better the program.
- Develop and implement outreach strategies to involve new participants in the program.
- Assess the current needs of the site in regards to programs, activities, and project feasibility.
- Rotate activities as necessary to maintain participation rates. Activities may include, but are not limited to: gardening, wellness, financial literacy, yoga, arts and crafts, family events, games, music jams, oral history projects, current events discussions, cross-cultural learning, and special events all with the focuses on wellness, education and socialization.
- Utilize culturally competent model in each project geared to inclusivity to all residents regardless of language or cognitive/functional capabilities.
- Work with site staff to coordinate venue use and assistance in implementing activities.
- Monitor and document attendance and satisfaction with activities offered.
- Budget for and purchase supplies for activities. Reconcile all purchases against budget.
- Publishes building activities and events through flyers, newsletters and monthly calendar.
- Provides information and referral to community resources for residents
- Provides support and assistance to residents experiencing housing instability, such as applying for rental assistance.
- Educates residents on service availability, benefits and other application procedures, tenant rights, tools for healthy living and lease compliance.
- Maintains accurate and timely documentation on resident demographics, issues, requests, incidents, interactions and outcomes through online services software.
- Maintains client confidentiality and accurately reports incidents of abuse and neglect to Adult and Child Protective Services as required by law.
- Any additional duties assigned by supervisor.

### Qualifications: Skills, Knowledge and Abilities

*To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Education and Experience**

- Minimum 1-2 years relevant experience in the social services or related field strongly preferred.
- Experience working in a youth development setting strongly preferred.

## **Certifications or Licenses**

- CA Driver License required -- driving to various sites is required (DMV check will be conducted)

## **Supervisory Responsibilities**

- May direct volunteers or other staff members who are assisting in an activity, but does not supervise any staff or volunteers full-time.

## **Abilities and Attributes:**

- Must have the ability to maintain professional boundaries, including exercising objectivity and confidentiality, while building trusting relationships with residents and staff.
- Must be able to work well with groups of 5-18 children at a time, interacting in a mindful and positive way and able to exercise positive disciplinary skills.
- Excellent written and oral communication required. Additionally, ability to speak other languages such as Cantonese, Mandarin, Farsi, Russian or Spanish is a plus.
- Must have excellent customer service, negotiation and communication skills.
- Strong computer skills, including ability to easily navigate the internet, use Outlook, create Word and Excel documents, and work with a web-based database.
- Must be familiar with community resources or have the ability to acquire those resources and become familiar.
- Must be sensitive to the needs and concerns of residents and their families.
- Must have experience and ability to work positively within a multi-cultural team environment.
- Must be able to exercise good judgment and common sense, based on analysis, evaluation, and risk assessment in determining what to handle without help, and when to ask for guidance or help in prioritizing from supervisor.
- Must have creativity and an ability to adjust to change.
- Must have community networking skills, knowledge of civic engagement and intergenerational and activities programming a plus.
- Must have basic math abilities with the ability to manage a budget.
- Ability to work in a high-paced environment with continual distractions.
- Strong ability to create and follow systems and procedures.

## **Physical Demands:**

- This job requires simple grasping and fine manipulation, sitting at a desk, and using a computer for extended periods of time, moderate use of telephone, standing, walking, bending and reaching.
- Approximately 10% of the job involves travel throughout the East Bay (mileage will be reimbursed at the current federal rate).
- May require lifting or moving of objects up to 25 pounds.

**Work Environment:**

- Normal office environment, business casual attire.
- Driving throughout Alameda and Contra Costa Counties is necessary and exposure to fumes, dust, and other environmental elements may occur.

**Live Scan Background Check:**

- Candidate must pass a Live Scan fingerprinting and background check prior to hire.

This job description is not inclusive of all responsibilities, skills, requirements, efforts or working conditions associated with this job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to modify the job or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

***Satellite Affordable Housing Associate is an Equal Opportunity Employer***