



527 Hancock Street, Hancock, MI 49930

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houghton.littlebrothers.org

Job Description

Updated December 10, 2018

Job Title: Activities Coordinator

Office Location: Hancock

Status: Permanent Part-Time (20 hours), Non-Exempt

Supervised By: Program Director

Supervises: Not Applicable

Summary of Duties:

The Activities Coordinator is responsible for planning and executing a variety of engaging activities and social events for Little Brothers' elderly Forever Friends. This position also coordinates elder attendance for the Thanksgiving, Christmas, and Easter holiday celebrations.

This position requires social interaction, public speaking, attention to detail, organizational skills, and good computer skills. This position also requires an individual who enjoys working with volunteers and elderly people and who understands the dynamics of aging or is willing to learn.

Primary responsibilities include:

Activities and Social Event Coordination

Coordinate holiday celebrations and activities for elderly Forever Friends, including but not limited to Students and Seniors for Good, Scott's Matinees, summer activities, Valentine's Day, Halloween, Mother's Day and Father's Day celebrations.

Coordinate elder participation in the three major holiday celebrations (Thanksgiving, Christmas, and Easter).

Invite elderly Forever Friends to participate in a variety of activities and social events throughout the year via mailed invitation or by phone call.

Confirm the venues of each activity or social event.

Plan the menu for each activity or social event.

Operate within an assigned budget.

Coordinate elder participation in the activities and social events and make follow-up phone calls to the elders who have not responded by mail.

Arrange transportation for the elderly participants.

Collect and distribute food and supplies for each activity and social event.

Host the activities and social events.

Compile and submit reports for each activity and social event.

Visit with the elderly participants at all activities and social events.

Communicate changes in elder status to colleagues.



"Where Service to the Elderly begins by being a Friend"

Serving the Elderly Since 1982

Volunteer/Donor Coordination

Recruit and coordinate volunteers to assist with the activities and social events including, but not limited to: drivers, cooks, bakers, helpers, and entertainers.

Cultivate and maintain relationships with volunteers.

Consistently recognize volunteers with notes of thanks.

Communicate changes in volunteer status to colleagues.

Provide training for all new outreach staff and volunteers participating in activities and social events.

Solicit donations of food and supplies for activities.

Database Management

Enter data for social events and activities into the volunteer elder database including but not limited to: event summaries, expenses, elder participation, volunteer participation, and volunteer hours.

Compile quarterly and fiscal year reports for social events and activities and submit to the Program Director.

Train volunteers in data entry for our volunteer elder database.

Public Relations

Engage the community through public events, radio, tv, and newspaper interviews.

Distribute informational brochures and flyers.

Qualifications

Associate's degree or equivalent combination of education and experience preferred.

Very good event coordination and organizational skills.

Professional demeanor with great work ethic.

A team player who also works well individually.

Good computer skills.

Strong written and verbal communication skills.

Special Requirements

Work 2 of the 3 major holidays and help with clean-up after one holiday.

Participate in the Annual Volunteer Appreciation Picnic and Annual Elderly picnic.

Participate in the organization's annual fundraiser.

Participate in regular staff meetings.

Visit at least one elderly Forever Friend regularly to create a friendship.

Fulfill the duties of 'Food Safety Manager' as required by the local health department.

Participate in a strategic plan committee.

Disclaimer

This job description is representative only and may be revised at any time to include new responsibilities as the business environment changes.