



JOB DESCRIPTION

Title: Activity Coordinator/ Part Time

Reports to: Wellness Program Manager

Department: Dental and Wellness Clinic

FLSA Status: Non-Exempt

Schedule: Monday, Wednesday, Friday 9:30 am to 7:30 pm

GENERAL SUMMARY:

The Activities Coordinator will motivate veterans by virtue of a positive, friendly attitude in order to enable participants to gain greater access to activities at HEP and within the neighborhood. The Activities Coordinator will provide a wide range of activities of interest and stimulate the physical and mental state and well-being of the residents, by planning ongoing weekly games, activities and events. The primary role of the Activity Coordinator is to come up with ways to keep veterans involved, entertained, enthusiastic, and most of all, active.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Coordinate extracurricular activities for veterans affected by ongoing substance abuse disorders, severe and persistent mental illness and/or physical disability
- Formulate and maintain an ongoing schedule of events and activities throughout each operating period
- Meet with HEP administrative staff on a continued basis to review the recreation budget in conjunction with all scheduled activities
- Schedule payment for events, arrange and provide transportation and monitor all participants appropriately
- Track attendance of all participants and document a detailed travel and expense log for all outings and activities
- Ensure all veterans abide by HEP program rules and procedures while on and off site
- Support Clubhouse Volunteers and recruit Volunteers when needed
- Oversee Clubhouse cleaning and report needed repairs to Maintenance

EDUCATION, KNOWLEDGE, AND SKILLS:

- High school diploma preferred
- Sensitivity to the cultural diversity to successfully work with diverse racial, ethnic, and economic groups
- Current, clean Florida Driver's License to drive company vehicle
- Strong oral communications and interpersonal skills
- Strong organizational, time management, and data management skills
- Proven ability to work effectively both individually and as part of a team
- Ability to multi-task and problem solve under pressure
- Providing positive customer service to difficult populations
- Ability to comfortably operate and transport individuals in a 15 passenger van

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- The physical environment requires the employee to work both inside and outside in heat, wet/humid, dry/arid conditions
- Sitting, standing, walking, bending, reaching, stooping, occasional climbing and ability to lift up to 35 pounds with ease
- Walking and standing on uneven surfaces while on different campuses



The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and be a reasonable representation of its activities.

HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.

Employee Signature

Date