



JOB DESCRIPTION

Title: Veterans Clubhouse Activity Coordinator

Reports to: Wellness Program Manager

Department: Dental and Wellness

FLSA Status: Non-Exempt; Part Time

Required Shifts: Thursdays and Fridays 9:30 am to 7:30 pm

The Veterans Clubhouse Activity Coordinator will engage and motivate Veterans through a positive and friendly approach, helping clubhouse participants gain greater access to activities at HEP and within the community. The Veterans Clubhouse Activities Coordinator will provide a wide range of activities of interest and stimulate the physical and mental state and well-being of the clients, by planning ongoing weekly games, activities and events. The primary role of the Veterans Clubhouse Activity Coordinator is to come up with ways to keep Veterans involved, entertained, enthusiastic, and above all, active.

PRINCIPLE JOB DUTIES AND RESPONSIBILITIES:

- Develop, plan, and implement a diverse schedule of weekly games, activities, and events tailored to Veterans' interests and needs.
- Foster a welcoming and encouraging environment that motivates Veterans to participate in activities and engage with peers.
- Be familiar with the Veterans Clubhouse budget and execute activities effectively within the program's financial guidelines.
- Schedule payment for events, arrange and provide transportation, and monitor all participants appropriately.
- Track attendance of all participants and document detailed travel and expense logs for all outings and activities.
- Collaborate with HEP staff and external community organizations to expand available activities and resources.
- Ensure all veterans abide by HEP program rules and procedures while on and off site.
- Support Clubhouse Volunteers as needed.
- Oversee Clubhouse cleaning and report needed repairs to Maintenance through WorxHub tickets.
- All other duties as assigned by the Wellness Program Manager.

EDUCATION, KNOWLEDGE AND SKILLS REQUIRED:

- Preferred: High school diploma or G.E.D.



HOMELESS EMPOWERMENT PROGRAM

- Adults over the age of 18 years.
- Sensitivity to cultural diversity to successfully work with diverse racial, ethnic, and economic groups.
- Some clients may be impacted by ongoing substance abuse disorders, severe and persistent mental illness and/or physical disabilities.
- Excellent communication skills, both verbal and written.
- Strong organizational, time management, and data management skills.
- Ability to plan, organize, and lead group activities effectively.
- Ability to work independently as well as in a team setting.
- Flexibility and easily adapt to change with or without notice.
- Ability to multi-task and problem solve under pressure.
- Providing positive customer service to a difficult population.
- Ability to comfortably operate and transport individuals in a 15-passenger van.
- Bilingual a plus but not required for position.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- The physical environment requires the employee to work both inside and outside in heat, wet/humid, dry/arid conditions.
- Long periods of time sitting in an office setting.
- Walking and standing on uneven surfaces around the HEP campus.
- Sitting, standing, walking, bending, reaching, pulling, etc.
- Ability to lift 35 pounds with ease; Anything over 35 pounds requires a team lift.
- Current, valid Florida driver's license.
- Must be able to successfully pass a background Level 1, motor vehicle registration (MVR) check, FDOT physical, regulated drug and alcohol screenings.
- Comfortable driving a 15-passenger van safely.

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.