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## ACTIVE OLDER ADULT ACTIVITY COORDINATOR

Job Title: **Program Activities Coordinator**  
Job Code: 103  
Reports to: Aquatics Director

FLSA Status: Non-Exempt  
Job Grade: Level 2  
Revision Date: January 27<sup>th</sup>, 2019

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### POSITION SUMMARY:

Develops, organizes and implements high quality YMCA activities/field trips for Active Older Adults program.

### ESSENTIAL FUNCTIONS:

1. Supervises program activities to meet YMCA strategic goals. Ensures program quality, promotes excellent member service.
2. Develops relationships with participants and obtain regular feedback on programs. Monitors program performance and participation.
3. Develops/locates/sets up field trips and transportation and ensure the safety procedures and YMCA program standards are being upheld.
4. Monitors the safety of the participants while on trips scheduling rest breaks as needed.
5. Sets up monthly birthday luncheons with local restaurants and promotes the outing through calendars, flyers and emails
6. Assists with driving and transportation for field trips as needed.
7. Assists in the delivery of staff/volunteer trainings and meetings.
8. Assists with program registration, respond to member and participant inquiries, and other administrative functions.
9. Assists in department fund raising activities and special events.

### YMCA COMPETENCIES (Team Leader):

**Mission Advancement:** Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

**Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

**Operational Effectiveness:** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

*Personal Growth:* Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. One to two year’s related experience and Associate’s Degree preferred.
2. Minimum age of 21, CDL preferred or ability to obtain.
3. Within 60 days of hire completion of: Child Abuse Prevention for Supervisory Staff; CPR; First Aid; AED; Blood-borne Pathogens. Certification in Group Exercise, MSROM, Silver Sneakers, and Arthritis Exercise preferred. Completion of YMCA program-specific and trainer certifications as directed.
4. Work effectively with people of different backgrounds, abilities, opinions and perceptions.

**PHYSICAL DEMANDS:**

Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.

**EXAMPLES OF PROGRAM SPECIFIC DUTIES**

*Active Older Adults*

- Creates and schedules monthly activities and events
- Develops and distributes program calendar and newsletter.
- Secures facilities and supplies for activities and events.
- Minimum of quarterly Bingo
- Minimum of one 3 to 4 day trip yearly (Normally in November)
- Sets up pot luck in Dec and possibly Easter time.
- Sets up monthly Birthday luncheons and secures space for the group.

**COMPENSATION**

\$10.50-\$11.50 hourly D.O.E. to start for administrative time. Paid YMCA continuing education/professional development course opportunities.

**LOCATION:**

Fayetteville Branch

**TO APPLY:**

Submit Cover Letter, Seasonal Job Application, and Resume to:

Tami Carpenter  
2717 Fort Bragg Road  
Fayetteville, NC 28303

tami.carpenter@ymcaofthesandhills.org