Under the sponsorship of Hamilton-Madison House, the NORC (Naturally Occurring Retirement Community) is a partnership of social service provider, the housing partner (Knickerbocker Village), a health care partner, and the seniors. Beyond these core partners, the NORC brings together community resources, develops, maintains and expands partnerships to provide the supportive environment and services allowing those residing in the complex, age 60 and over, to be able to age in place and remain active and engaged members of the community for as long as possible.

The Activities Coordinator is an integral part of the NORC interdisciplinary team, who will oversee the educational and recreational programming at Knickerbocker Village NORC. This position is to maintain and develop programming that is interesting and culturally appropriate to entice attendance among the older adults at the Knickerbocker Village NORC location. This position is also responsible for advertising programs to the community. This position reports to the Director of Knickerbocker Village NORC.

Minimum Qualifications:
- Bachelor’s degree in the human service area or high school diploma with extensive social service-related experience
- Possess specialized skills, knowledge, or information on various recreational/educational activities
- Warm personality and energetic, able to work with groups, especially senior citizens
- Bilingual in Chinese and English required

Responsibilities:
- Program Instructors report to this position
- Will work with all 3 NORC directors
- Responsible for planning and conducting recreational and cultural activities
- Coordinates the Center’s volunteer activities, including recruitment, screening, training and supervision of the volunteers
- Coordinates trips, group activities, workshops, special events such as holiday meals, birthday parties, special holiday celebrations, etc.
- Also Coordinates inter-program, inter-agency, and intergenerational activities
- Prepares fliers, newsletters, bulletin boards, activity schedules, etc. in addition to keeping attendance and any other group activity records
- Develop and coordinate new activities

Compensation: Commensurate with qualifications and experience
Hours: Monday to Friday, 9:00AM to 5:00PM, 35 hours per week
To Apply: Submit cover letter and resume to:
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date: February 24, 2022
Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer