



JOB ANNOUNCEMENT

Under the sponsorship of Hamilton-Madison House, the City Hall Older Adult Center is one of the largest older adult centers in New York City, providing nutritious meals, vital services and activities to older adults who come from many different areas of NYC. The CHOAC is a model for providing high quality, high volume, culturally and linguistically appropriate services and programs and has a high public profile and visibility.

The Assistant Activities Coordinator plays an integral role in assuring the center programming operates as efficiently and effectively as possible. The Assistant Activities Coordinator will assist Activity Coordinator to ensure that center activities operation meet the members' needs and contract goal; also provides assistance during meal program, membership registration/sign up, volunteer arrangement and monthly report submission. This position reports to the Director of CHOAC and Activities Coordinator.

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
- Bilingual in Chinese and English required
- Warm personality and energetic; sensitivity to and understanding of the needs of the elderly. Work well with people and older adults in particular. Prior experience working with older adults desirable
- Highly organized and detail oriented; able to plan, manage and successfully complete multiple concurrent projects, frequently with short deadlines
- Ability to develop collaborative relationships with staff and community groups and volunteers
- Excellent computer skills required for virtual programming and willingness to learn other programs as required
- Understanding and appreciation of the role of race, religion, ethnicity, sexual preference and individual values as it relates to serving clients and their families. Commitment to diversity and ability to work with diverse population of older adults, volunteers and staff

Responsibilities:

- Responsible for planning and conducting health promotion exercises, recreational, and cultural activities both in person and virtually; Develop and coordinate new activities
- Coordinate 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 holidays celebrations, etc.
- Prepare fliers, newsletters, bulletin boards, activity schedules, etc. in addition to keeping attendance and any other group activity records
- Daily data entry, collect and organize sign-in sheets and scanning on stars
- Monthly report submission to meet the contract goal

- Provide assistance for center's programming; also takes part in providing direct social services to members of the Center
- Work closely with the Center's Title V program, interns, and SYEP students
- Conduct wellness calls to members and/or other assigned duties during COVID-19
- Community outreach and partnership/collaboration: Develop, maintain and expand positive relationships with community
- Work with CHOAC Director and team to maintain and expand existing community partnerships by being active and visible in the community and working closely with other professional, civic and private organizations

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: March 24, 2022

Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer