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, KV NORC is an integral part of the NORC interdisciplinary team, who will oversee the educational and recreational, and health promotion 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
- Responsible for planning and conducting recreational and cultural activities
- Coordinates trips, group activities, workshops, special events such as holiday meals, birthday parties, special holiday celebrations, etc.
- Prepares fliers, newsletters, bulletin boards, activity schedules, etc.
- Maintains attendance and any other group activity records
- Develops and coordinates new activities
- Assesses for volunteering positions and refers to Volunteer Coordinator
- Conducts assessments for Case Management and Case Assistance and performs timely referrals
- Oversees Telephone Reassurance Program
- Oversees Friendly Visiting Program

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 16, 2022

Hamilton-Madison House is an Equal Opportunity Employer