

POSITION DESCRIPTION

LIFE ENRICHMENT COORDINATOR – VOLUNTEER POSITION

1. POSITION IDENTIFICATION

Title	Life Enrichment Coordinator Volunteer Position
Functional Area	Resource Facilitation Program/Service
Reports to	Executive Director
Salary	N/A – Volunteer Position
Employment Status	Flexible, Part Time Position

2. POSITION OBJECTIVE

- The Life Enrichment Coordinator is responsible for assisting in the development and coordination of activity programs for the community that reflects the varied interests of the participants and provides them with meaningful and life enriching activities. The Life Enrichment Coordinator will assist in developing programs that encompass all facets of an individual's being: physical, social, intellectual, artistic, and spiritual and that includes activities in and outside of the community. This position may also responsible for the recruitment, training, and coordination of volunteer members and the cultivation of staff involvement in activities.

3. COMPETENCIES REQUIRED

The following competencies are required for this position:

Core Knowledge Competencies

Knowledge of:

- Hearing emotionally charged information in a calm and neutral manner, is able to utilize active listening skills
- How to demonstrate confidence and versatility with a wide range of ages, personalities, attitudes and problems
- Maintaining confidential files

Core Skill Competencies

- Demonstrates safe work practices and exercise discrete judgment
- Reading and writing comprehension and basic mathematical skills
- Actively works toward organizational improvement and professional growth
- Excellent verbal and written communication, facilitation, and oral presentation skills
- Focuses on understanding and meeting customer needs
- Outstanding critical reasoning and thinking skills and problem solving skills
- Read, understand, and implement regulatory information
- Customer service, negotiation, research, and problem identification

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- Planning, scheduling, implementation, and monitoring
- Analysis, evaluation, prioritization, and organization
- Creative, innovative, and resource utilization
- Follow through and follow-up and creative time management

Core Abilities

Ability to:

- Translate observations into objective, clear and concise documentation
- Hear emotionally charged information in a calm and neutral manner; be able to use strong listening skills
- Follow through on team decisions
- Manage stress to ensure professionalism
- Maintain self-initiative, reliability, and resolve problems in a timely manner
- Sensitivity to working with culturally diverse populations

4. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform essential job functions.

Minimum Education And/Or Experience (Preferred)

- High School Diploma or GED, preferred two years of college specializing in recreational activities
- Understanding of disability issues
- Excellent communication skills necessary both written and verbal
- Strong computer skills required
- Ability to work independently

Additional Requirements

While performing these duties the employee is required to perform the following tasks when the need arises

- Lift and/or move up to 25 pounds
- Use hands to handle, and/or feel objects, tools, and controls
- Stand, walk, sit, climb stairs, balance, stoop, kneel, crouch and crawl
- Talk and hear
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Drive a car or have reliable transportation

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- Must not be affected by short term memory problems (without the use of effective memory strategies)
- May have unsupervised contact with children.

5. RESPONSIBILITIES AND DUTIES

Activities Programming

- Develop and implement with the activities coordinator a comprehensive activities program to help meet the physical, social, intellectual, artistic, and spiritual needs of the participants.
- Communicate, advise, and inform the BIRC Bulletin Team Leader and the Executive Director of activity programs and upcoming events to ensure BIRC Bulletin, Social Media, and Website updates (as applicable).
- Cultivate community resources to schedule various activities including special events.
- Assist in creating monthly/daily activity calendar that reflects the varied interests of the participants and provides them with the dates, time, and location of programs.
- Conduct or oversee activities as needed, encouraging participant involvement to attend programs of interest.
- Coordinate all special events, including holiday events.
- Assist in providing a forum for participants to meet monthly and share their ideas, thoughts, and concerns regarding the classes, workshops, and events. Submit feedback to the Resource Facilitation Specialist for evaluation.
- Maintain an adequate supply of equipment for regular activities, keeping within budgetary guidelines.
- Practice infection control technique and good hand washing practice before and after all activities.
- Develop knowledge of policies, procedures, and state/federal regulations pertaining to activity programming.
- Carry out other duties as assigned by the Resource Facilitation Specialist
- Develop and maintain a solid volunteer base through building relationships in the community
- Assure all volunteers have the needed trainings
- Match volunteer interest with specific activities in an effort to enrich both the lives of the participants and volunteers.
- Assist in supervising and providing ongoing support and coaching to volunteers.