

Job Description

Department: Friendship House

Job Title: Activity Coordinator

Reports to: Friendship House Manager

Job Purpose: The Activity Coordinator is responsible for developing and coordinating Friendship House programs and activities for the development and recovery of members.

Essential Duties and Responsibilities:

- Schedule and oversee member activities in a social, educational, and healthy recovery environment, including annual trip, bowling, movie outings, community outings, crafts, holiday and special occasion parties, tournaments, speakers and presentations, volunteer program, and wellness groups.
- Develop additional programs to meet the needs of the members.
- Take part in programs to ensure open communication and recovery of members.
- Coordinate and make all purchase requests necessary for programs.
- Demonstrate and serve as a model of appropriate social skills.
- As back-up to the Peer Support Specialist will monitor and record daily attendance and provide monthly reports to manager.
- Monitor library, movie, and music check out process.
- Drive members to outings using the company van.
- Provide support and offer referrals to other services for members as needed.
- Assist Manager with membership by reviewing referrals, monitoring who is in the building, deescalating situations when necessary, assisting members in seeking assistance, communicating with members through meetings and promoting Friendship House in the community.
- Ensure that only approved members attend Friendship House.
- Oversee the operation of Friendship House in the absence of the Manager.

Additional Duties and Responsibilities:

- Accomplish all tasks as appropriately assigned or requested.

Competencies:

- Social Skills—the individual professionally interacts with members and models appropriate behaviors.
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts productive meetings.
- Written communication—the individual edits work for spelling and grammar, presents data effectively and is able to read and interpret written information.
- Delegation—the individual delegates work assignments, gives authority to work independently, and sets expectations and monitors delegated activities.
- Leadership—the individual inspires and motivates others to perform well, accepts feedback from others.
- Quality management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound, accurate, and ethical judgment and makes timely decisions.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and security—the individual observes safety and security procedures and uses equipment and materials properly.

Experience and Education:

Required:

- High school diploma or equivalent
- Valid driver's license
- Knowledge and experience working with adults with mental illness.

Preferred:

- Bachelor's degree in a human services field
- Knowledge of community resources

This job description is not intended to be all-inclusive and does not constitute a written or implied contract of employment. The employee will be expected to perform other reasonably related duties as assigned by the immediate supervisor and / or other management personnel.