

For over 50 years, Young at Heart (YAH) has been a part of Sweetwater County. Opening in 1973, we resided downtown until 2009, when we moved to our current location on Reagan Avenue. Expanding our services, Young at Heart now serves over 1,200 seniors a year between communal meals, home-delivered meals, center activities, and services through In-Home Services and Home Health, along with over 100 children who are enrolled in the Early Learning Center.

For full-time employees, here are a few of the benefits we offer after 90 days:

- Employer pays 80% of the employees' health insurance cost
- Dental, vision, Aflac, and life insurance coverage
- Simple IRA with employer match of the first 3%

Paid time off accrues from the start of the employees' first shift and can be used after 30 days.

Be part of the place built for the young and the young at heart.

To apply, please submit a résumé and three professional references to admin@yahsc.org. Applications will be reviewed on a rolling basis, and the position will remain open until filled. Incomplete applications will not be considered.

Position Summary

The Activities Coordinator is responsible for planning, coordinating, scheduling, and supporting social, recreational, educational, and wellness activities for patrons of Young at Heart and community members. This position oversees the use of designated activity and meeting spaces, coordinates recurring and special programs, works with staff, volunteers, community partners, and participants to provide engaging opportunities that promote social connection, wellness, learning, and active participation. This position holds an important role on the RSYAH Events Committee.

The position reports directly to the Executive Director.

Pay: \$13.00 - \$15.00 an hour depending on experience.

Essential Responsibilities

Activity and Program Coordination

- Plan, coordinate, and support social, recreational, educational, cultural, and wellness activities for RSYAH patrons and community members.
- Serve as an active member of the RSYAH Events Committee and plays a key role in the planning, coordination, and execution of events.
- Develop and maintain the RSYAH activity calendar, including recurring and special programs.
- Coordinate activities such as Bingo, Lunch & Learns, birthday celebration lunches, holiday activities, games, crafts, wellness programs, educational presentations, and other special events and activities.

- Identify opportunities for new activities and programs based on the participant interests, attendance, community resources, and available funding.
- Coordinate with instructors, presenters, volunteers, healthcare providers, community organizations, and other partners providing activities or educational programs.
- Assist with the setup, coordination, and cleanup of activities and special events as needed.
- Other duties as assigned.

Facility and Room Scheduling

- Coordinate the scheduling and use of designated RSYAH activity rooms and common spaces.
- Maintain schedules for recurring groups and activities such as quilting, painting, crafts, games, classes, meetings, and other organized programs and activities.
- Serve as the primary contact for individuals and groups renting RSYAH activity spaces.
- Coordinate and document room assignments to minimize scheduling conflicts and ensure appropriate space is available for programs and activities.
- Communicate room schedules and changes to participants, staff, instructors, and other affected individuals.
- Coordinate necessary tables, chairs, equipment, supplies, and other resources for scheduled activities.

Community and Volunteer Coordination

- Develop and maintain relationships with community organizations, businesses, healthcare providers, instructors, and other partners who may provide programs or activities at RSYAH.
- Assist with recruiting and coordinating volunteers for activities, programs, and special events.
- Provide volunteers, presenters, and activity leaders with appropriate information regarding schedules, facility expectations, and program needs.
- Represent RSYAH at community events as requested.
- Assist with RSYAH events, fundraising activities, and special projects as needed.

Program Communication and Administration

- Maintain accurate and current activity calendars, schedules, attendance records, and other program documentation as required by granting entities.
- Provide timely and accurate program information for newsletters, flyers, social media, signage, calendars, and other promotional materials.
- Coordinate with appropriate staff to promote upcoming activities and special events.
- Maintain activity supplies and materials and collaborate with the Executive Director when supplies and materials need replenished.
- Respond to general questions regarding RSYAH activities, schedules, programs, and room availability.
- Other duties such as greeting patrons, answering phones, returning calls, and clerical reports as needed.

Qualifications

Education & Experience

- Must possess a high school diploma or equivalent.
- Previous experience in recreation, senior services, activities coordination, event planning, hospitality, community programming, or a related field preferred.
- Must possess strong organizational, communications, and interpersonal skills.
- Must be able to organize multiple activities, schedules, deadlines, and priorities.
- Basic proficiency with Microsoft Office products such as Word, Excel, and Outlook.
- Must be able to work independently while collaborating effectively with staff, volunteers, participants, and community partners.

Work Schedule & Expectations

- Full-time position, regular on-site presence required.
- Work schedule may vary based on scheduled activities, programs, and special events.
- Evening and weekend hours may be required for special activities and/or events.

Physical Requirements

- Ability to move throughout the RSYAH facility and participate in activity and event setup.
- Ability to lift up to 25 pounds occasionally.
- Ability to operate standard office equipment.
- Reasonable accommodations may be made to ensure individuals with disabilities are able to perform the essential functions of the positions.

Additional Requirements

- Must have a current CPR card or receive a CPR card within six (6) months from date of hire.
- Willingness to help seniors and co-workers with basic tasks at RSYAH such as using the copier, assisting with completing forms, and answering the phone.
- Must comply with the Young at Heart Employee Handbook.
- Attend required staff meetings.
- Willingness to attend and participate in job-related trainings.

Employment Status and Compensation

This is a non-exempt position; compensation is based on experience and qualifications and may include benefits.

Mission Commitment

The Executive Assistant is expected to demonstrate a strong commitment to the mission, values, and integrity of RSYAH and the community it serves.