



314 E. Eighth Ave, Homestead, PA 15120
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Center Activity Coordinator - FT

LifeSpan is seeking an energetic and creative **Senior Center Activity Coordinator** to join our dynamic team!

This full-time position will share time between our **Bethel Park** and **Mon Valley** (Olympia Shopping Center) senior center locations and will be responsible for leading, organizing, and implementing a full schedule of daytime activities, classes, and special events.

Position is Monday to Friday with no evenings.

The salary range is **\$14.00 - \$16.00 per hour** and includes a very generous benefits package.

ESSENTIAL JOB DUTIES:

- In conjunction with the Associate Director, assist with the overall programmatic vision of the organization and the development of new, innovative programs which support positive, healthy aging.
- Ability to create, maintain and lead various classes, including, but not limited to educational, health and wellness, nutritional, recreational and social.
- Design and edit the monthly newsletter and calendar.
- Provide backup to the Center Supervisor in the greeting of visitors by phone and in-person, assist participants with registration for programs, conducting walking tours of the facility, completing enrollment of new memberships and membership renewals, and answering inquiries about Center programs.
- Promote community engagement opportunities to bring in expert presenters.
- May assist with serving of communal meal.

QUALIFICATIONS and REQUIREMENTS:

- Must have experience in activities planning with older adults or college coursework in recreation or a related field.
- Willing to complete AED/CPR and ServSafe Certification (agency provided).
- Must have an active driver's license.
- Successfully complete Background Check conducted through PA State Police.

If you are passionate about making a positive impact in the lives of seniors through engaging activities, we encourage you to apply for the position of Activity Coordinator.



<https://www.LifeSpanPA.org/employment/>