

Barton Center
Activities Coordinator
(REVISED: 1-31-2023)

POSITION SUMMARY:

This non-exempt, **entry level position**, under the direction of the executive director, assists in the overall planning, implementation, and execution of recreational, social, intellectual, educational, and fundraising activities.

REQUIREMENTS:

- Organized, compassionate, and energetic team player.
- Great communication and interpersonal skills.
- Comfortable with public speaking and social media.
- Computer literate with a focus on Microsoft Office 365 and social media platforms including Facebook, Twitter, Instagram, and Canva.
- Event planning knowledge or experience.
- Sensitivity to the needs of older adults.
- Valid driver's license and willingness to make occasional trips in personal vehicle.

ATTENDANCE REQUIREMENTS:

This is a 35 hours/week non-exempt position with working hours decided upon with the executive director. Must be available certain nights and weekends throughout the year which are planned well in advance.

WHO WE ARE:

The Barton Center is an inclusive and diverse non-profit organization within LSC Service Corp., a property management company which provides affordable housing for 62 and older. The Barton Center itself, with its main campus on the ground floor of the Westerly Apartments, provides programming and services to foster intellectual and physical well-being for people aged 55 and above in Lakewood and surrounding neighborhoods.

Onsite amenities include auditorium with audio visual, health clinic, wellness center, salon/barber, restaurant, book nook, arts and crafts room, Corner Store, Hodge Podge resale shop, library and computer lab, community garden, rotunda with pool table and greenhouse, community room, and fitness center in addition to a full calendar of events including monthly birthday parties, lunch and learns, art and music therapy classes.

The Barton Center also has locations at each of the properties managed by LSC Service Corp.

REPORTS TO:

Executive Director of the Barton Center

WORKS WITH:

Development Coordinator, LSC Service Corp. Management, Westerly Apartment staff, other staff at properties managed by LSC Service Corp., volunteers, interns.

SUPERVISION:

Volunteers and interns

MAJOR RESPONSIBILITIES

1. PROGRAMMING (85%)

- Plan, create, develop, and organize a full schedule of programs (yearly) and activities with residents and community members.
- Collaborate with Executive Director on tracking expenses and revenue for all activities.
- Work with Executive Director to ensure funds are available to implement and execute activities.
- Manage and maintain all stores open to the public.
- Evaluate activities yearly.

2. VOLUNTEER COORDINATION (10%)

- Coordinate volunteer activities directly related to activities and event planning.
- Manage and schedule all the above stores and shops.

3. MEETINGS (5%)

- Attend regularly scheduled weekly supervisory meetings with executive director and complete supervisory sheet.
- Attend regularly scheduled Barton Center once a week team meeting.
- Attend regularly scheduled once a month Westerly and Barton Center team meetings.
- Attend regularly scheduled once a month full staff meetings.

4. PHYSICAL DEMANDS & ENVIRONMENTAL CONDITIONS

- General office environment. Occasional weekend programs. High level of fast paced activity involved in working on social projects simultaneously. Must be able to lift, move, setup and take down tables, furniture, and event displays.

5. OTHER DUTIES AS ASSIGNED

LSC Service Corp. is proud to offer benefits to our employees, and we know you will find them very competitive compared to other companies.

Medical, dental, and vision insurance is available on the first day of the month following 60 days of employment. There is a 401k option available after 6 months of employment in which there is a \$.50 match per dollar up to 10% of your salary.