

## **Senior Activities Center Coordinator – Part Time**

The Housing Authority of Bergen County (HABC) is seeking a Senior Activities Center Coordinator for the Martin Luther King, Jr., Senior Center (MLK Center) located in Hackensack, NJ. Responsibilities include, but are not limited to assisting the Director in all functional areas such as: the coordination, delivery, scheduling and provision of social services and community programs to residents at the MLK Center. Will also assist in the coordination of the nutrition/lunch program that serves the community at large; developing social, cultural and recreational activities; and assist in fundraising efforts. Does related work, as required.

Please note: this is a part-time position. Part-time employees working 20 hours a week or more earn paid vacation and sick time proportional to the number of hours worked per week.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Provides general referral of residents to social service providers in the community.
- Assists in the coordination of educational events related to health care, supportive services, life skills, referral resources, etc.
- Establishes cooperative working relationships and under direction of the Director, serves as liaison with outside departments and agencies to provide effective delivery of tenant service assistance/programs.
- Works to prevent the social isolation of older adults and helps them remain active and contributing members of society.
- Assists in the planning and coordinating tenant services, including education, health, social services and other tenant activities.
- Assists in the and coordination of fundraising events.
- Facilitates and attends tenant meetings.
- Performs other Authority activities, as requested.
- Business conditions or Authority needs may require from time to time, at employer's discretion, changes in job duties, responsibilities or location.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Demonstrated ability to organize, schedule, coordinate, plan and provide social and recreational programs for residents served.
- Demonstrated working knowledge of supportive services and other resources for social services for the elderly, disabled and families.
- Ability to relate well to various types of individuals and groups; tenants, vendors, and other agencies and staff.
- Ability to exercise discretion and judgment; keep tenant information and building matters confidential.
- Ability to organize and prioritize work schedule.
- Ability to establish and maintain effective working relationships with departmental officials, employees, tenants, professional groups and the general public.
- Ability to work extended/flexible hours on occasion within a sometimes stressful environment.
- Working knowledge of computer programs, i.e., Microsoft Word, Excel, Power Point, Outlook, etc.

- Ability to organize and problem solve.
- Ability to read, write, understand and communicate in the English language to tenants, various agencies and other staff.

### **QUALIFICATIONS**

- High school diploma or equivalent.
- Bachelor's degree in Social Work or related field, preferred.
- Experience in recreational and/or supportive services, serving senior citizens.

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and performing repetitive motions.
- Must be able to perform light work exerting up to 10 pounds of force occasionally.
- Persons with mental or physical disabilities are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made, because it would cause the employer undue hardship, such person may not be eligible.

### **HOW TO APPLY:**

Please submit a resume and 3 references, as follows:

**Via E-Mail:** [HR103@habcnj.org](mailto:HR103@habcnj.org)

#### **Regular Mail:**

Human Resources Manager – HR103  
Housing Authority of Bergen County  
One Bergen County Plaza, Fl. 2  
Hackensack, NJ 07601

**In Person:** Applications are available at the HABC's main office.

**Deadline:** Position Open Until Filled.

Only applications complying with requirements and submitted to the above email/address will be considered. Please do **NOT** contact the HABC to inquire about status of application. In the event that we wish to arrange a personal interview, we will contact you. Principals only, no employment agencies/job recruiters.

**NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.**

**This organization participates in E-Verify. [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify).**

**The HABC is an Equal Opportunity Employer and a Drug-Free Workplace.**