

Program Activity Coordinator
Milwaukee Christian Center – Older Adults



Interested candidates should email resume to mcchr@mccwi.org with “Older Adults Program Activity Coordinator” in the subject line.

Position is open until filled. Interested candidates should apply immediately.

The primary goal of the Program Activity Coordinator is to facilitate educational and recreational programming for older adults within the Milwaukee Christian Center’s (MCC) Older Adults program. Responsible for activity data collection and input, along with updating and maintaining participant files and documenting program participation. MCC’s Older Adult’s Program targets Southeast Asian seniors. However, all seniors (age 60+), residing in Milwaukee County are invited to participate in the program.

Older Adults Programming

Strong neighborhoods honor and care for their elders. MCC offers older adults opportunities to remain healthy, in their homes, and vitally connected to the community. MCC’s Older Adults Center provides 160+ older adults a safe, welcoming place to stay connected, healthy, and well.

Reports to: Director of Older Adults Programming

Schedule: Full-time, 40 hours/week, 8:00am-4:00pm

Pay Rate: \$19/hour

Benefits: Health and dental insurance, pre-tax flexible spending account, 403(b) defined contribution retirement plan with 3% match after one year of service, generous paid time off package starting at 20 days per year for full-time employees and 12 paid holidays, and expansive employee assistance program.

Essential Duties and Responsibilities Include:

Programming

- Plans, schedules and implements individual and/or group activities based on the participant’s needs or interests and our funding requirements. This includes short trips to local attractions and other senior centers.
- Coordinates activities to regularly include other staff members and explain their roles in the activities.
- Coordinates and participates in activities designed to promote social interaction and intellectual stimulation.
- Provides alternatives for participants to work on projects independently should they choose not to join in on group activities.
- Maintains sufficient activity supplies.
- Develop monthly calendar of planned activities with the assistance of all other Older Adult program staff.
- Help in the kitchen with cooking, serving or clean-up as needed.
- Coordinate weekly shopping trips for participants.
- Set-up Open Recreation activities for participants to use when they come in.
- Assign responsibilities to volunteers.

- Assist participants as needed with arrival and departure from building which includes working closely with transport drivers to ensure safe and timely boarding of vehicles.
- Greet visitors and program participants. Direct them to appropriate services and/or agency staff. Notify administrative staff of security concerns regarding disruptive individuals.
- Any final clean-up

Supportive Services

- Provide registration intake, assessment, service planning, and referrals for senior program participants when needed.
- Insure service delivery and client follow-up.
- Maintain complete files for all participants.
- Manage the Senior Program Resource Board

Administration

- Record and enter dining meal and recreation attendance daily in the (SAMS) database.
- Track daily activity attendance.
- Maintain log of client contact and services provided.
- Assist with reporting and documentation requirements
- Participate in staff meetings and attend trainings as required.
- Be aware of all funding sources and their outcome requirements. Assist Program Director with funding reports or proposals as needed.
- Participate in annual meal-site registration of all Older Adults participants.

Community Outreach

- Participate in planning and implementing outreach activities, including but not limited to: media advertisements and promotions (e.g. Hmong Radio, Hmong Journal, Milwaukee Journal Sentinel, Hmong Times, etc.); design and distribution of program brochures and flyers to area agencies and businesses; special events (tours, exhibits, celebrations, etc.) that showcase the Older Adults program
- Work with Program Director to identify and recruit program participants.

Professional Networking

- Participates in professional meetings, task groups, and conferences to build awareness of the Older Adult program and needs of the Southeast Asian community.
- Assists in staffing booths at professional fairs and conferences.

Qualifications Desired Include:

1. Some post-secondary training or education in social work, human services, or gerontology, and one-year related experience working with the elderly.
2. Bilingual Hmong/Lao preferred but not required.
3. Demonstrated success in community and professional networking.
4. Strong organizational and interpersonal skills and ability to work with a team.
5. Multi-task oriented; professional, dependable, respectful and patient.
6. Demonstrated ability to work with a diverse clientele of elderly program participants.
7. A self-starter who takes initiative and who is flexible.
8. Excellent communication skills. Ability to read and interpret documents such as safety rules, contracts, and procedure manuals; write routine reports and correspondence.
9. Valid WI driver's license and a car.

Work Environment

Milwaukee Christian Center is a multi-service organization that works to build strong neighborhoods full of opportunity. We approach that work through four core areas: housing, youth development, older adults, and food security – serving over 7,500 people each year. What began with American Baptist roots providing outreach to immigrants on Milwaukee's south side in 1921, MCC now serves youth, families, and older adults of all races, ethnicities, religions, and ages throughout the city of Milwaukee.

This position is located within Milwaukee Christian Center's main site, working alongside programming and community members. The position is expected to travel occasionally for outreach purposes. Must be able to carry educational equipment, up to 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to high.

Equal Opportunity Employer

Milwaukee Christian Center does not discriminate against any employee, applicant for employment, or client because of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or other applicable legally protected characteristics. Milwaukee Christian Center is an equal opportunity employer.