

Program Activity Coordinator

The primary goal of the Program Activity Coordinator is to facilitate educational, health and recreational programming for seniors (age 60+) 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 believes that strong neighborhoods honor and care for their elders and offers older adults' opportunities to remain healthy, in their homes, and vitally connected to the community. MCC's Older Adult Center provides 160+ older adults a safe, welcoming place to stay connected, healthy, and well.

Reports to Director of Older Adults Center

Schedule: Monday-Friday, 30 hours per week

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

Duties and Responsibilities Include:

Programming

1. 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.
2. Coordinates activities to regularly include other staff members and explain their roles in the activities.
3. Coordinates and participates in activities designed to promote social interaction and intellectual stimulation.
4. Provides alternatives for participants to work on projects independently should they choose not to join in on group activities.
5. Coordinates with community health providers to conduct weekly health checks to monitor participants' weight, blood sugar levels and blood pressure.
6. Document participants' health in their charts and coordinate care with their healthcare providers as needed.
7. Serve as a bridge between non-English speakers to their healthcare providers by answering their questions regarding their health and medication.
8. Maintains sufficient activity supplies.
9. Develop monthly calendar of planned activities with the assistance of all other Older Adult program staff.
10. Coordinate weekly shopping trips for participants.
11. Set-up Open Recreation activities for participants to use when they come in.
12. Recruits, supervises and works with volunteers to always ensure an effective team.

Supportive Services

13. Provide registration intake, assessment, service planning, and referrals for senior program participants when needed.
14. Maintain complete files for all participants.
15. Manage the Senior Program Resource Board

Administration

16. Record and enter dining meal and recreation attendance daily in the (SAMS) database.
17. Maintain confidential documents and information and keep abreast of HIPAA rules and regulations.
18. Assist with reporting and documentation requirements
19. Participate in annual meal-site registration of all Older Adults participants.

Professional Networking

20. Participates in professional meetings, task groups, and conferences to build awareness of the Older Adult program and needs of the Southeast Asian community.

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 driver's license, ability to drive 15 passenger vans safely

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.

MCC's Senior Center is located at Milwaukee Christian Center's main site, and is an active space for clients, volunteers and partners. This position is also expected to travel to partner sites throughout Milwaukee occasionally.

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