



## **ACTIVITIES COORDINATOR JOB DESCRIPTION**

### **Job Description**

**Job title- Program Activities Coordinator**

**Job Type-.5 FTE**

**Reports to – Program Manager**

### **General Position Summary:**

Under the supervision of the Program Manager, the Activities Coordinator will be responsible for supporting a variety of activities to meet the needs and interests of specific groups participating in Douglass Community Association recreational/sports programs. This position will be part-time with some weekends/evenings being mandatory.

### **Minimum Requirements:**

- Must pass required background check
- Must have reliable transportation and provide proof of insurance if driving personal vehicle for work purposes
- Must be dependable, personable, have good organizational, and time management skills
- Must be comfortable working with diverse age groups ranging from youth to older adults
- Coaching/Mentoring experience preferred

### **Principal Duties and Responsibilities:**

- Support DCA indoor and outdoor recreational/sports activities
- Coordinate activities with volunteers and participants
- Other duties as assigned by Program Manager

**Qualified candidates should e-mail (preferred method) or mail a letter of interest and resume to:**

**[mwatson@douglasscommunity.org](mailto:mwatson@douglasscommunity.org)** (Please use "Activities Coordinator" in the subject line)

Douglass Community Association

Attn: Mona Watson

1000 W. Paterson

Kalamazoo, MI 49007

Douglass Community Association is an equal opportunity employer.