

Recreation Coordinator

St. Nicks Alliance is currently seeking a **Recreation Coordinator** to join a team of dedicated professionals providing high quality services to residents of St. Nicks Alliance managed housing that will improve their economic self-reliance, independent living and integration into community life. The position is under the supervision of the Assistant Director of Resident Services.

Responsibilities

- Plan and facilitate educational and recreational activities, including workshops and presentations aimed at improving the social, emotional, cognitive and physical health of St. Nicks Alliance residents.
- Design, monitor and lead activities to help seniors stay active, improve health and wellness, manage stress and combat isolation.
- Plan and facilitate events at senior buildings, including holiday celebrations, day trips, and annual BBQ's.
- Engage St. Nicks Alliance residents in community meetings to identify the recreational and education activities needed at their buildings.
- Outreach community partners and vendors to facilitate an array of diverse activities.
- Maintain records of attendance for all activities, events and workshops ensuring that data is accurately collected and entered into the ETO database.
- Help create and implement a plan to engage North Brooklyn community members to volunteer and get involved in the organization's initiatives and recreational activities.
- Responsible for developing a monthly activity calendar and distributing it to senior building's staff for posting at each site.
- Facilitate and support Tenant Associations in St. Nicks Alliance's properties where the residents can participate in the planning and implementation of activities.
- Support tenant involvement in local community gardens or activities along their block or with other St. Nicks Alliance Programs.
- Network effectively with local and citywide organizations and agencies that provide programs or services that further residents' self-reliance.

Qualifications/Requirements

- Minimum of one-year experience on Community Outreach or Social Services.
- Bi-lingual (English – Spanish) (spoken and written) preferred.
- Ability to work with an economic, culturally diverse population.
- Excellent written and verbal communication skills.
- Ability to work evenings and weekends as necessary.

Compensation: ~\$48,000, commensurate with experience; Health, Dental and other benefits

If interested, please send resume and cover letter (via email only) indicating salary requirements to:

St. Nicks Alliance

Attention: Assistant Director of Resident Services

Email: jjohnson@stnicksalliance.org

St. Nicks Alliance and its affiliates are Equal Opportunity Employers

St. Nicks Alliance is a 45+ year old not-for-profit community organization focusing primarily on the neighborhoods in North Brooklyn. Its programs impact more than 16,000 residents annually in the areas of: Housing development and management; Tenant assistance; Workforce Development; Youth and Education; Economic Development and Healthcare.