

Recreation Coordinator

Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are currently seeking a **full-time 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 recreation coordinator will report to the assistant director of Resident Services and will provide programming across five sites in the Williamsburg area. This is a multi-site position and requires flexibility to travel between locations as needed.

What you'll do:

- 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 BBQs
- Engage St. Nicks Alliance residents in community meetings to identify the recreational and educational 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 the senior building staff for posting at each site
- Facilitate and support tenant associations where the residents can participate in the planning and implementation of activities in St. Nicks Alliance properties
- 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
- Performs other activities as directed by the assistant director of Resident Services

What we are looking for:

- Minimum of one year of experience with community outreach or social services
- Excellent written and verbal communication skills
- Ability to work with an economically diverse and culturally diverse population
- Ability to work evenings and weekends as necessary
- Bilingual in English/Spanish (spoken and written) is preferred

What's in it for you:

- compensation range: \$45,000-50,000 (*The actual compensation will depend on a variety of job-related factors which may include, work experience, education, and skill level.*)
- competitive benefits package (medical, dental, vision, 401K)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities and access to wellness programs



How to apply:

Applicants should send a cover letter addressing what qualities you have that fit this role and a current resume to jjohnson@stnicksalliance.org.

St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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