



**JANUARY 2023**  
**FLSA: NON-EXEMPT**  
**PART-TIME**  
**12-20 hours per week**

**REDWOOD COAST SENIORS, INC.**  
**EVENT AND ACTIVITIES COORDINATOR**

**HOURLY PAY RANGE: \$18.00-\$24.00**

**DEFINITION**

Under general direction, coordinates all phases of special events and center activities, including coordinating volunteers as needed. Sets priorities, directs, and evaluates the work of assigned volunteers. Trains other workers in the operation of the of activities and events. Provides responsible assistance to the Executive Director; coordinates the department's activities. Works with other outside agencies as needed.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Executive Director. Supervision over and provides training to volunteer staff.

**CLASS CHARACTERISTICS**

This is an administrative coordinator position. This position supervises, trains, and provides significant input on the evaluation of volunteers and event planning. Responsibilities include planning, budgeting, scheduling, reporting, and coordinating volunteer schedules.

**EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides supervision to volunteer staff; reviews, controls, and evaluates quality of work.
- Plans, schedules, prioritizes, and assigns duties to volunteer staff.
- Create and coordinate all phases of special events and center activities.
- Delegates appropriate assignments to volunteer staff; develops work plans, procedures, and schedules.
- Ensures compliance with applicable Federal, State, and local laws and regulations.
- Maintains accurate records using appropriate computer software applications.
- Coordinate Center marketing efforts which are aimed at creating a positive image of the Center within the community and will raise enthusiasm for participation from the community.
- Keeps social media informed of daily activities.
- Participates in program budgeting and contributes to overall efforts to remain within budget.
- Provides a systematic process for collecting feedback from clients.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of volunteer supervision, including work planning, assignment, review and evaluation, and the training of staff in volunteer procedures.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Safety principles, practices, and procedures of building, facilities, and related systems and facilities, including related equipment and materials.
- Basic mathematics.
- Knowledge of using social media
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and center staff, in person and over the telephone.
- Enthusiastic, high energy and positive attitude

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, procedures, and work standards.
- Supervise, train, plan, schedule, assign, review, and assist in the evaluation of the volunteer staff.
- Identify and implement effective courses of action to complete assigned work.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Give, as well as understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of activities in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Organize and plan special fund raising events.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted during work.
- Knowledge of computer use including email, social media, word, and publisher

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) (2) years of experience in job related field, proficient computer skills.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid driver's license, ABC server certification and food handler's certificate.

**PHYSICAL DEMANDS**

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and can be exposed to loud noise levels. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

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Employee Signature

\_\_\_\_\_  
Date