



Role Description

Activities Coordinator– Social Adult Day Services

Salary Range: \$42,000 to \$45,000 (30 hrs. per week)

Classification: Exempt Overtime Eligible

Reports to: Program Director

Job Summary: The Activities Coordinator is responsible for the recreational programming at Sunnyside's Adult Day Service Program and ensures the delivery of high-quality programming to enhance the quality of life for both caregivers and participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Creates and contributes to the friendly, warm, and safe environment of the program.
2. Develops the monthly activity calendar; creates stimulating program activities to meet the needs, interests, and abilities of the program participants.
3. Creates a monthly newsletter for program participants and families.
4. Supervises program aides, volunteers, and students.
5. Observes, supervises, and documents the level of participation of clients.
6. Participates in the development of participant care plans and records episodic events and significant changes.
7. Assists the Director in responding to inquiries about the program.
8. Makes referrals to internal and external services as appropriate.
9. Assists in the admissions process of new clients in the absence of the program director
10. Supervises and when necessary, assists in the delivery of activities of daily living, such as feeding, toileting, transferring and grooming.
11. Participates in family care conferences as needed.
12. Assists in outreach and marketing activities for the Adult Day Program.
13. Enter participant information data on the computer.
14. Attends and participates in in-service education, orientation training and meetings as directed.
15. Has or is willing to obtain a NYC Food Protection certificate.
16. Orders and maintains all equipment and supplies.
17. In the absence of the Director, oversees the operation of the program.
18. Performs all other duties as assigned.

PHYSICAL REQUIREMENTS:

May encounter prolonged standing, walking, lifting supplies, stooping, and bending.

WORKING CONDITIONS/ENVIRONMENT:

Office setting may include occasional home visits or out of office meetings.

QUALIFICATIONS:

- Bachelor's degree in Therapeutic Recreation or related field. CTRS preferred but not required.
- Experience working with the elderly.



- Knowledge of Alzheimer's disease and dementia.
- Experience working in an adult day services program or mental health institution setting.
- Bilingual Spanish preferred

SCS offers an Excellent Benefits Package:

- Comprehensive medical, dental and vision insurance
- 403B pension plan with employer contribution
- Flexible spending account and transit checks
- Employee Assistance Program
- 20 days of paid vacation and 12 paid sick days per year
- 10 paid Holidays Six personal/floating days Life Insurance Long-term disability

How to apply: If you would like to join our team, please forward a cover letter, and resume with subject line: Activities Coordinator to: Melissa Vitale Cicio, HR Director, at Mvitale@scsny.org

All positions at **Sunnyside Community Services** are filled without regard to race/color, religion/creed, national origin, age, sex/gender, sexual orientation, gender identity or expression, disability, pregnancy-related condition or lactation, military/veteran status, marital status, familial status, caregiver status, sexual or reproductive health decisions, height, weight, status as a victim of domestic violence/stalking/ sex offenses, predisposing genetic characteristic, immigration or citizenship status, prior arrest or conviction record, credit history, salary history, unemployment status, pre-employment marijuana testing, union affiliation/activity, or for reporting or opposing discrimination on these bases or for reporting or opposing violations of workplace health and safety, pay equity or practices, or for participating in any internal or any legally protected status listed in the New York City Human Rights Law (NYCHRL). All are encouraged to apply.

Sunnyside Community Services strives to address, explore, and educate all our stakeholders about the diversity of human experience and to advance and integrate racial equity and social justice into all organizational policies and programs. We believe that everyone, regardless of who they are or what they do for the organization, should feel equally involved and supported. Sunnyside Community Services represents a commitment to considering the whole person and how systemic barriers and access to opportunities can affect their well-being.

For more information about **Sunnyside Community Services**, please visit the website at www.scsny.org

Equal Opportunity/Affirmative Action Employer