



## **Position: Senior Center Activities Coordinator**

### **Position Summary**

Under the direction of the Hidalgo Medical Services (HMS) Director of Senior Services, the Senior Services Activities Coordinator (SSAC) identifies, schedules, coordinates and actively participates in senior services activities to enhance the socialization of HMS clients. These functions include maintaining, monitoring and evaluating the program delivery of services by following all State and Federal guidelines and requirements. The SSAC is responsible for activities coordination of all senior services site in collaboration with the senior services site supervisors, as per HMS policies and procedures.

The SSAC is responsible for delivering quality service and positive interaction with our customers, visitors, and HMS employees in a courteous, respectful, and professional manner.

### **Position Accountabilities**

1. Responsible for activities identification, scheduling, coordination, advertising, tracking and reporting.
2. Responsible for working collaboratively with each site supervisor to align activity goals based on known needs and those of the seniors.
3. The SSAC reports directly to the director of senior services.
4. The SSAC will assess the needs for senior services socialization based on quantitative and qualitative data, client feedback and surveys.
5. The SSAC is responsible for keeping records of all activities.
6. The SSAC is responsible for developing and providing comprehensive activities reports monthly to the director of senior services and the chief executive officer.
7. Responsible for ensuring all back-up documentation such as participant sign-in sheets are completed and accurate.
8. Will attend out-of-town meetings, trainings, and workshops as directed by the director of senior services.
9. Responsible for obtaining activity photos and developing associated press releases in support of communicating these pre and post-event communication strategies.
10. Perform other related duties as assigned by HMS leadership.

### **Minimum Qualifications**

- High school diploma or equivalent required.
- Language Requirement: English
- Minimum one-year experience with similar responsibilities.
- Ability to maintain effective working relationships with all clients and employees.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to communicate effectively with the elderly.
- Valid, Unrestricted NM Driver's License
- Ability to obtain a NM Food Handler's Permit within 30 days of employment

### **To Apply**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or dropped off or mailed to:  
1105 N. Pope Street, Suite C, Silver City, NM 88061

Or

530 DeMoss Street, Lordsburg, NM 88045

For more information call 575-247-6036