



<b>POSITION:</b>	Senior Activities Specialist/Coordinator	<b>REPORTS TO:</b>	Property Manager
<b>CLASSIFICATION:</b>	Part-time Position	<b>DEPARTMENT:</b>	Property Management

**PRIMARY RESPONSIBILITIES:**

Centro Campesino is seeking an experienced and talented Senior Activities Specialist/Coordinator to lead Senior Activities at the Biscayne Senior Housing complex in Homestead, Florida. The Senior Activities Specialist/Coordinator will lead supportive, engaging, fun filled, and nourishing programs and activities for the Seniors at the Biscayne Senior Housing complex. S/he will coordinate their work and the activities with the site coordinator and the Director of Housing.

**ESSENTIAL JOB REQUIREMENTS:**

Duties and responsibilities include, but are not limited to the following areas:

- Plan and Coordinate a schedule of Senior appropriate activities (for example: minimal impact physical activities, art and crafts, food Shopping excursions, health, safety, and active mind activities. This is only a sample list.
- Engage Senior Activity partners and service providers to provide engaging programs for the benefit of the residents. Recruits volunteers and collect resource information for Senior Activities.
- Create an ongoing schedule and Calendar of events for the residents.
- Assist resident families with program and support forms and letters.
- Assists clientele with complex processes, policies, procedures, or laws of a government entity or private sector client in a way that they will understand.
- Translate fliers, posters, letters and signs and may be required to translate for the residents in public meeting settings.
- Must have flexible schedule and be willing to work extended periods of time.

**JOB EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

The ideal candidate will have demonstrated skills, strong knowledge and experience in the following areas:

- 1-3+ years of experience in the provision of Senior Services field or related area.
- Fluent in Spanish and English required.
- High School Diploma or equivalent required.
- Working knowledge of Microsoft Word, Excel, Outlook, Access and PowerPoint may be useful.
- Effective oral, listening, and written communication skills.
- Valid Driver’s License and Vehicle with Florida required insurance for travel.

**COMPESATION:**

This is a part-time non-exempt position, with an average of 20 plus hours a week. Rate of Pay: \$15.00 an hour.

Please send **cover letter and resume** to Ms. Alicia Moreno at [amoreno@ccfcfl.org](mailto:amoreno@ccfcfl.org) . Any submission without both items will not be accepted. No phone inquiries will be accepted. CCFC is an Equal Opportunity Employer.