

Activities Coordinator (Activities Program)

Senior Services for South Sound



Opening Date: 8/8/2025

Closing Date: Continuous – Open until filled.

Department: Activities

Job Type: Non-Exempt, 1.0 FTE – **40 hours per week**

Salary: New hires start at **\$20.00** per hour, depending on experience and skills. This position is a Step 2 of the internal salary schedule, which has a range of \$18.62–26.37/hour. Opportunity for a wage increase is based on passing the first 6 months, satisfactory job performance, availability of budgetary funds, and market factors.

Benefits: *For regular employees working 20 or more hours per week:*

Insurance: Medical, vision, dental, and life insurance are available on the first day of the month after 60 days.

Paid vacation: Accrued proportional to hours worked and based on seniority, i.e., a 1–2-year employee working 40 hours/week will accrue approximately 8 hours per month.

Paid holidays: 12–13 paid holidays if their normal schedule would have them working on that day.

Paid personal day: 1 paid personal day within a fiscal year after the first 6 months.

Retirement: If expected to earn \$5k in compensation per year, a tax-deferred Simple IRA with company matching up to 3% of gross is available.

Pet Insurance: available to all employees.

Employee Assistance Program: available to all employees.

Paid sick leave in compliance with WA state standards.

Location: Headquarters in Olympia, report to Olympia, WA

Senior Services for South Sound is looking for an Activities Coordinator in the Activities program based out of Olympia for 40 hours per week who will help ensure a positive experience for seniors participating in our programs, promote program and events through a variety of channels, recruit instructors and coordinate classes, and actively support Activities fundraising events and team functions. Join an amazing team and help us drive our Activities Program goals in support of our organization’s mission and exciting growth!

Senior Services for South Sound is a highly mission-driven 501(c)(3) organization dedicated to improving the quality of life for people as they age. While the focus is on delivering great service to seniors, our organization is filled with caring, thoughtful people who have a lot of fun and heart. As a diverse organization that values integrity, inclusion, respect, results, and service excellence, we are a positive culture where employees are engaged, empowered, and appreciated.

Moreover, we offer awesome **benefits!**

- *Medical, Dental, Vision, and/or Life* if working 20 hours or more per week and employed for 60 days;
- *Sick Leave* in proportion to the FTE with up to 8 hours in a calendar month and no less than 1 hour for every 40 hours worked;
- *Paid Vacation* if working 20 hours or more per week, accrual beginning on day 1 of employment at the 1-year level of service, which provides up to 8 hours per month, is proportional to hours worked, and can first be taken after 6 months of employment;
- *1 paid personal day*;
- *12-13 paid holidays* if normally scheduled to work on such days;
- *Retirement*: if expected to earn \$5k or more in the calendar year, the employer will match the employee's contribution, dollar for dollar, up to 3% of the employee's gross annual salary in a Simple IRA;
- *Pet Insurance* is available to all employees; and
- *Employee Assistance Program*.

What you will be doing:

We're looking for an **Activities Coordinator** working **40 hours a week** to play an active and key role in our senior clients' classes, events and overall Activity programming experience.

Key outcomes:

The Activities Coordinator:

1. 35% Coordinates an effective learning experience for adult learners, ensuring the program supports the organization's mission and the well-being and intellectual development of seniors. Coordinates with stakeholders to ensure class scheduling and deadlines are met. Inputs data and creates class rosters, quarterly. Occasionally assists instructors with set-up and clean-up of classrooms.
2. 15% Recruits, mentors, schedules, and provides feedback to instructors teaching or facilitating classes and recruits various volunteers to perform during lunches.
3. 15% Provides backup assistance to the Office Manager like being the first line of support for reception office volunteers, providing customer service support and assisting with registration for new members and class registrants.
4. 15% Be the primary Activities team member who regularly oversees the lobby, checking in with members and providing positive support, as needed, ensures the lobby is a safe place for seniors and works to resolve conflict when it arises.
5. 5% Promotes the Activities program through special events such as Meet the Faculty and Humanities Washington events, lunch announcements, daily lobby television slides, and other internal communications as needed.
6. 5% Supports program- and organizational-wide fundraisers at both the Olympia and Lacey sites.
7. 5% Participates in staff meetings, trainings and other developmental or supportive events as needed.
8. 5% Performs other duties as required.

What you will bring:

- GED or High School diploma.
- At least 1 year experience in a public-facing role, preferably working with seniors and instructors or class facilitators.
- Demonstrated computer literacy and experience working in databases; proficient in Microsoft Word, Excel and Google Drive.
- Excellent written and verbal communication.
- Highly motivated with a positive team attitude, out-going and balanced with self-management.
- Possesses or obtains a current CPR/First Aid card.
- Bondable and pass Background Check prior to start date.
- Valid WA State Driver's License or other form of government issued ID to validate identity and work authorization.
- KSAs: principles and processing for providing knowledge, strong understanding and application of good business and management concepts, computer literacy and database management, customer service processes and principles, active listening, reading comprehension, time management, public speaking, monitoring/assessing others, social perceptiveness, de-escalation techniques, meeting facilitation, ability to quickly learn administrative and clerical procedures, outgoing and a go-getter, functions as a team member and independently, effectively communicates both orally and in writing, process improvement and learning, remains calm in high-conflict moments, remains professional and positive and can maintain professional boundaries.

Preferred:

Applicants who also possess the following *may* receive additional consideration from the hiring manager:

- 2+ years of experience in a public-facing role with experience working with seniors and instructors or class facilitators.
- 1+ year of experience with activities programming or in an educational or recreational setting.
- Demonstrated experience and comfort with public speaking.
- Bachelor's degree in human, health, recreational, liberal arts, or behavioral services (or related field/relevant experience)

Why work at Senior Services for South Sound?

We're committed to improving the quality of life for people as they age and having fun doing it. With a culture of inclusion and positivity, the goal of enriching the lives of seniors is powered by dedicated, inspiring people delivering programs such as Brighter Days Adult Day Program, Meals on Wheels, Senior Community Dining, Senior Transportation, Supportive Services, Health, and Wellness Programs, Adult Learning, Independent Living, and activities and classes featured at our two centers. Moreover, we believe in supporting and taking care of our employees, offering medical, retirement, and paid vacations to eligible employees. Apply with your **cover letter, resume or CV**, and **3 professional references** today!

The hiring authority may make a hiring decision at any time. Initial screening will begin on August 8, 2025. It is to the applicant's advantage to submit materials as soon as possible and request a complete job description. The candidate pool certified from this recruitment may be used to fill future similar vacancies for up to six months. **Senior Services is an equal opportunity employer and does not discriminate based on age, sex (including gender identity), marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. **Background and reference checks will be completed before a new hire's start date, but no sooner than after Senior Services has initially determined that an applicant is otherwise qualified for the position. If you require a reasonable accommodation to participate in the hiring process, please contact Human Resources to start the interactive process.*

Contact:

Senior Services for South Sound, 222 Columbia Street NW, Olympia, WA 98501

hr@southsoundseniors.org | (360) 586-6181