

Activities Director (Activities Program)

Senior Services for South Sound



Opening Date: 12/8/2025

Closing Date: Continuous – Open until filled.

Department: Activities

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

Salary: New hires start at **\$31.25** per hour, depending on experience and skills. This position is a Step 4 of the internal salary schedule, which has a range of \$26.32–44.22/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 a dynamic Activities Director to lead our Activities program. Headquartered in Olympia and overseeing two senior activity centers, this position is hourly, non-exempt at 40 hours per week with some special event work required. The Activities Director is responsible for collaboratively ensuring the Activities program provides high quality accessible, recreational, educational, fitness and enriching social activities at both the Olympia and Virgil Clarkson Lacey Senior Centers. The Director leads and supports staff in creating a united positive environment at both centers, ensures that all seniors feel welcomed, valued, and included. Working with staff, the Director empowers staff to build activities and programs that enhance the quality of life for people as they age.

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 a dynamic **Activities Director** working hourly, non-exempt at **40 hours a week** to lead and support our Activities program and to be a crucial member of the Senior Management Team.

Key outcomes:

The Activities Director:

1. Directs Activity programming for both Lacey and Olympia Senior Centers for ongoing classes, activities and special events.
2. Leads, supervises, coaches and supports the Activities Coordinators, Lacey Senior Center Manager, Office Manager, and Enhance®Fitness (EF) Instructors and other Activities staff to ensure the success of special events, classes and activities.
3. Meets with direct reports and the core Activities team to support and lead, and to provide direction, clarity, developmental opportunities, and problem-solving assistance.
4. Directs and oversees Activities-sponsored events such as bi-monthly Bingo events, including but not limited to ensuring continuous compliance with rules and regulations set forth by the Washington State Gambling Commission and any other related state and federal laws. Ensures events are properly planned, sufficiently staffed and in compliance with related state and federal laws.
5. Fills in for Activities team members when they are on leave.
6. Ensures all classes, registration, and newsletters meet appropriate deadlines and publication standards.
7. Ensures all Activities staff and volunteers receive appropriate and consistent training as required for their particular roles and adheres to the organization's mission, vision and values.

8. Develops, oversees, and implements emergency preparedness plans for both senior centers and updates as needed.
9. Ensures a unified EF program across both centers.
10. Oversees entire membership process, including but not limited to implementing and upholding the Code of Conduct policy for each member and lobby visitor. Annually reviews policies with key staff and engages in mediation and de-escalation techniques when appropriate.
11. Monitors membership and class enrollment for both centers to understand productivity and to inform decision-making regarding possible changes or improvements needed within the program.
12. Creates annual Activities budget and reviews monthly financial reports and class participation.
13. Actively participates as a member of the SMT.
14. Collaborates and maintains a professional working relationship with key city and local organizational partners such as the city of Lacey and Olympia, Area Agency on Aging, and Thurston County Food Bank and class instructors, to name a few.
15. Leads the innovation of new classes and activities, evaluates current offerings to ensure continued suitability, and actively engages community.
16. Leads activity-related projects and initiatives either as self-originated or as assigned by their supervisor.
17. Performs other duties as required.

Inquire with HR@southsoundseniors.org for a full job description.

What you will bring:

- Associate's Degree in human, health or behavioral services (or related field).
- At least 2 years' experience in Activities programming and/or working with seniors and three years of supervisory experience.
- Must pass background check upon hire and every 2 years thereafter.
- CPR/First Aid Certification; Alcohol Server Permit; Mediation or Conflict Resolution training.
- Excellent time management and ability to meet strict deadlines while maintaining high levels of quality work.
- Business and management principals involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources.
- Principles and practices of senior program planning, development, implementation, and administration.
- Excellent understanding and execution of principles and processing for providing leadership, support, collaboration, management, and analysis for strategic decision-making.
- Customer Services processes and principles including conflict resolution and de-escalation techniques.
- Proficient to Advanced experience working with customer databases, Google Suite, and Microsoft products.
- Experience managing budgets and forecasting.
- Sound judgment and decision-making.
- Complex problem solving and critical thinking.

- Excellent at managing different people through different techniques of motivation, development, and direction.
- Excellent time management skills.
- Collaborates well within teams and cross-functionally.
- Remains calm under pressure and maintains a friendly customer service orientation.
- Dynamically leads teams through positive engagement and by applying appropriate pressure.
- Excellent oral and written comprehension and expression.
- Deductive reasoning.
- Excellent at adhering to strict deadlines and functioning well under pressure.
- Excellent time management and a highly motivated, positive team attitude.

Preferred:

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

- Washington State Driver's License.
- National Certification Council for Activity Professionals or National Council for Therapeutic Recreation Professionals or similar professional certification.
- Bachelor's Degree in human, health or behavioral services (or related field).
- 3 years of progressive supervisory experience in a senior facility or nonprofit organization.

Why work at Senior Services for South Sound?

We're committed to enhancing 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 December 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. Please contact hr@southsoundseniors.org for the full job description.*

Contact:

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

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