

Activities Manager (Lacey) (Activities Program)

Senior Services for South Sound



Opening Date: 2/14/2026
Closing Date: Continuous – Open until filled.
Department: Activities
Job Type: Non-Exempt, 1.0 FTE - **40 hours per week**
Salary: New hires start at **\$21.45 – 25.00** per hour, depending on experience and skills. This position is a Step 3 of the internal salary schedule, which has a range of \$21.45-32.84/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 Manager to lead our Activities program at our Virgil Clarkson Senior Center, located in Lacey. This exciting opportunity is hourly, non-exempt at 40 hours per week with some special event work required. The Activities Manager is responsible for collaboratively ensuring the Activities program at the Lacey Senior Center provides high quality accessible, recreational, educational, fitness and enriching social activities. The Manager leads and supports staff and volunteers to ensure that all seniors feel welcomed, valued, included, and ensures the Activities program enhances the quality of life for seniors through building activities and programs that meet their needs.

Senior Services for South Sound is a highly mission-driven 501(c)(3) organization dedicated to enhancing the quality of life for people as they age. While the focus is on delivering great service to older adults, 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 Manager at our Virgil Clarkson Senior Center in Lacey** working hourly, non-exempt at **40 hours a week** to lead and support our Activities program in Lacey.

Key outcomes:

The Activities Manager:

1. Manages daily operations at the Center by planning activities such as presentations, services, interest groups, classes, and special events.
2. Supports facilitators and instructors and ensures proper paperwork is completed.
3. Oversees after-hours classes, meetings, and events.
4. Recruits speakers for presentations and workshops relevant to the mission and Activities programming, and collaborates with Olympia Activities team.
5. Ensures excellent communication and coordination between all programs and enables strong teamwork and morale in all collegial interactions.
6. Ensures proper procedures and practices are in place and followed, including processing donations and memberships, contracted courses, and other types of payments.
7. Manages and oversees the coordination of room availability and rental procedure, ensuring double booking is avoided.
8. Supports, manages, and trains the Activities Coordinator, and ensures the Activities Coordinator properly trains and onboards Activities volunteers.
9. Works with the Activities coordinator and other program teams to ensure Activities volunteers and clients uphold organizational values and norms and our mission and vision.
10. Assists in promoting events at the Lacey Senior Center and Olympia Senior Center.
11. Coordinates building maintenance needs directly with the City of Lacey and their contractors.
12. In coordination with the Activities Director, assists in leading the safety of the Center.
13. Attends and actively participates in required meetings such as 1:1s, Activities team meetings, All Staff meetings, etc.
14. Works with Activities staff in supporting program-wide fundraisers at both the Olympia and Lacey sites such as Bingo fundraisers and other events. Assists with other organizational events as required.
15. Performs other duties as assigned.

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) or minimum of one year in supervisory role including experience working with older adults and activities programming.

- Must pass background check upon hire and every 2 years thereafter.
- CPR/First Aid Certification/AED certified.
- Proficient with customer databases, Google Suite, and Microsoft products.
- Experience and comfort with public speaking, marketing knowledge, and understanding and ability to build out activity programming for older adults.
- Customer Services processes and principles, administrative knowledge and clerical procedures.
- Understanding of municipal and community partnerships.
- Ethical business and people-centered understanding, sound judgment, and decision-making.
- Excellent time management, highly motivated, active listening, and communication.
- 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.
- Able to problem solve and multitask.

Preferred:

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

- 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.
- Experience working with CRMs.
- Proven ability to generate quality programs.

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 older adults 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 February 14, 2026. 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
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