



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**PART TIME ACTIVITY COORDINATOR
NORTHSIDE SENIOR CENTER**

Ector County Northside Senior Center is in need of an Activity Coordinator to provide social and recreational activities which will sustain and/or improve physical and mental health for the elderly. This position will be under the supervision of the Senior Centers' Director.

PRIMARY DUTIES: The Activity Coordinator will serve area senior population through comprehensive programs that offers educational, recreational and fitness opportunities. The Activity Coordinator will be required to pass out refreshments and food. Develop or seek planned programs that meet the needs of elderly/disabled seniors and assist in implementing plans. Desired candidate must maintain statistical records that will be used in determining the success/failure of a given program and assist in assessing and implementing alternatives as needed. Candidate will also assist in transporting food to the outer Senior Centers.

MINIMUM QUALIFICATIONS: HS diploma/GED; must have a valid Texas Driver's License with an insurable driving record; over one (1) year up to and including two year's experience in working with elderly clients and ability to conduct various types of activities geared to the elderly. Must be physically able to assists clients as needed. Must be able to type and have computer knowledge and office skills.

- Clerical Testing will be given at the time the application has been submitted.

SALARY: \$12.86 p/h benefits; work days & hours vary: Monday-Friday 8:00am-4:00pm; 20 to 25 hours a week.

DEADLINE: UNTIL SUFFICIENT APPLICATIONS HAVE BEEN SUBMITTED FOR CONSIDERATION.

Please apply in Human Resources at the Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

05/01/19

Job #571