

JOIN OUR TEAM

as our Activities Coordinator!

Bring joy to every day! Plan games, crafts, outings, and celebrations that keep our community smiling, social, and engaged. If you love laughter, creativity, and community - this role is for you!

Full-Time/Flex-Time

Monday - Friday
\$18-\$22/hour

Qualifications:

- Valid Alaska Driver's License
- High school diploma or GED
- Ability to pass criminal background checks

Responsibilities

- Create activities and events
- Maintain membership data, spaces, and items
- Maintain social media
- Create and distribute flyers and monthly newsletters
- Work collaboratively with Valdez residents to bring engaging events to the Senior Center



VALDEZ SENIOR CENTER INC.
Growing Together

MORE INFORMATION:
Visit alaskajobs.alaska.gov
and search for "687355"



Interested? Pick up an application at the Valdez Senior Center or online at valdezseniorcenter.org



The Valdez Senior Center provides earned vacation leave and additional perks to employees.

Position: Activities Coordinator

Hours: 40 hrs./week

Supervisor: Executive Director

Starting Wage: \$18-\$22/hour

Minimum Qualifications:

- Valid Alaska driver's license
- High school diploma or GED
- Ability to pass a criminal background check and provide evidence of a yearly TB test
- Ability to obtain a food handler's card
- Safe driving skills, including submission of driving record from DMV for the past three years
- Ability to lift up to 20lbs

Duties and Responsibilities:

- Facilitate/create activities and events
- Maintain membership data, spaces, and items
- Maintain social media
- Decorate the activity center each month or for events
- Produce and distribute flyers and monthly newsletters
- Work collaboratively with Valdez residents to bring engaging events to the Senior Center
- Greet visitors, answer phones, and maintain calendars as needed
- Assist Office Administrator in office tasks as needed
- Serve as a backup driver as needed
- Other duties as assigned

**Interested candidates may pick up an application at the Valdez Senior Center
or download an application at valdezseneiorcenter.org.**

Submit a completed application and resume in person or via email to vsdirector@valdezak.net.

**Valdez Senior Center
1300 E. Hanagita
Valdez, AK 99686
(907) 835-5032**