

Recreation & Volunteer Coordinator

The **Recreation & Volunteer Coordinator** under direct supervision of the **Senior Resident Coordinator** will have the responsibility to coordinate a volunteer network to engage St Nicks Alliance's residents into recreational and educational activities which improve their economic self-reliance, independent living and full integration to the community life.

Responsibilities

- Engage St Nicks Alliance low income residents in community meetings to identify the recreational and education activities needed at their buildings.
- Outreach community members to participate in the organization's programs and services through: one-on-one and home visits and community presentations.
- Plan and facilitate educational activities, including workshops and presentations aim to St Nicks' residents in topics including financial wealth, health, green and healthy living and other topics that will promote economic self-reliance and independent living.
- Plan, facilitate and track recreational activities, including holiday celebrations, arts & crafts, and other events that will engage residents to maintain social, emotional and mentally active.
- Maintain records of the residents engaged on recreational and educational activities.
- Help create and implement plan to engage North Brooklyn community members to volunteer and get involved in the organization's initiatives and recreational and educational activities.
- Maintain a network of community volunteers and assist with the scheduling of volunteers to help with the facilitation of recreational and education activities per buildings.
- Support tenants involvement in local community gardens or activities along their block or with other St. Nicks Alliance programs

Requirements and Qualifications

- College Degree desirable but not required.
- Bilingual (English - Spanish) (spoken and written).
- Desire and ability to work with economic, culturally diverse population particularly those living in low-income distressed neighborhoods.
- Excellent written, verbal communication skills.
- Computer skills
- Ability to work independently and in a team environment
- Ability to work a flexible schedule (some night and weekends may be required)

If interested, please send resume and cover letter (via email only) indicating salary requirements to:

St. Nicks Alliance

Attention: Mr. Rolando Guzman, Deputy Director of
Community Preservation Email: cpjobs@stnicksalliance.org

St. Nicks Alliance and its affiliates are Equal Opportunity Employers

St. Nicks Alliance is a 45+ year old not-for-profit community organization focusing primarily on the neighborhoods in North Brooklyn. Its programs impact more than 17,000 residents annually in the areas of: Housing development and management; Tenant assistance; Workforce Development; Youth and Education; Economic Development and Healthcare.

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