

Activity Coordinator (Part Time)

The Villages at Pine Valley, an active adult community located in Northeast Philadelphia, is seeking a Part Time Activity Coordinator to create a fun, active lifestyle for the residents in the community. This position requires a great deal of communication and public relations work with the residents. The Activity Coordinator will promote a healthy, activity enriched lifestyle by assisting the residents in planning, coordinating, and implementing programs, activities and special events appropriate to the needs and interests of the residents. Position will serve as a coordinator of resident events and programs in The Villages of Pine Valley Clubhouse. Responsibilities include administration of a state of the art clubhouse, clubhouse rental scheduling, organization and administration of clubs, program development, promotion and publicity.

We require 2+ years of experience in the field of recreation, or appropriate experience in assessing, designing, programming and implementing social, educational, recreational, and leisure activities for an active senior population or relevant academic preparation. Background in hospitality, travel, event planning, fitness, facilities management, or sales is a plus; experience in working with an elderly population preferred. Ability to work independently, excellent organizational & communication skills, and strong computer skills including MS Office a must.

For immediate consideration, send resumes to Alisa Cohen, Fax: 215-214-0689 or e-mail acohen@holyredeemer.com. EOE