

ASSISTANT RESIDENT ACTIVITY COORDINATOR

Housing Authority of the City of Lanett, Alabama

P.O. Box 465
506 1st Street, Lanett, AL 36863
Phone 334-644-5330
Fax 334-644-6468

POSITION DESCRIPTION

ASSISTANT RESIDENT ACTIVITY COORDINATOR

Date Revised: September 26, 2024

Approved: October 1, 2024

Title: Assistant Resident Activity Coordinator

Reports To: Resident Activity Coordinator

Department/Division: Administrative

NORMAL HOURS

- 1) (Monday through Thursday) 8:00 a.m. until 6:00 p.m. (1 hour Lunch)
- 2) (Friday) 8:00 a.m. – 12:00 Noon

Employment Status: Full-Time

Hourly: \$16.83 - \$22.00 Per Hour

Date Closed: Open Until Filled



Lanett Housing Authority

POSITION SUMMARY: Coordinate all Activities and Social Services for elderly and youth residents of the Authority by providing various Educational, Economic, and Recreational Programs. Assist adult and youth Residents in enhancing employability and educational skills. Maintain records and prepare reports.

ESSENTIAL JOB FUNCTIONS:

- Assist or perform all the functions of the Activity Coordinator, including items listed below.
- Assist in developing, planning, organizing, and directing all social services programs, including self-sufficiency, finances, education, and sports.
- Receive, review, and analyze information to determine residents' needs.
- Prepare a Monthly Calendar of Events.
- Prepare Quarterly Newsletter.
- Assist in maintaining an active Resident Council.
- Serve as Liaison to Resident Council and Advisory Board
- Assist Residents in complying with HUD and Public Housing Rules and Regulations
- Assist Residents in complying with Dwelling Lease Rules and Obligations
- Keep the Executive Director informed of any adverse/changes in activities
- Maintain all Community Buildings. Check each building after residents and outside agencies have used it.
- Visit families experiencing problems with economic and personal needs

ASSISTANT RESIDENT ACTIVITY COORDINATOR

- Input data into the computer to generate records and reports
- Organize activities, such as bingo, dominos, cards, aerobics, crafts, healthy eating, and personal fitness classes for elderly residents
- Coordinate offsite activities for elderly residents, such as movies, bowling, library visits, and shopping trips
- Transport elderly residents to cash their checks, buy groceries, make doctor visits, make pharmacy visits, and take care of small errands
- Address referrals made by the Office and Maintenance Staff regarding home visits
- Coordinate health, employment, and homeownership workshops
- Work with H/A youths, teaching skills such as anger management, body language, drug education, self-esteem, good studying habits, gang violence, employability, hygiene, and communicating with the general public
- Organize youth sports teams such as basketball, softball, etc.
- Organize adult sports teams as needed
- Drive the van on field trips and sports activities for the youth
- Participate in pre-employment interviews and make recommendations as needed for Summer Workers
- Maintain payroll of Summer Workers
- Conduct Staff meetings with Summer Workers as needed
- Counsel Summer Workers regarding job performance and make recommendations for disciplinary measures as needed
- Perform other duties as assigned by the Executive Director or their designee.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Must be discreet when dealing with Confidential Information
- Must know English, Spelling, Mathematics and Vocabulary
- Must know computer operations, copiers, calculators, and other office equipment
- Must have the ability to read, understand, and apply applicable HUD and Housing rules, regulations, guidelines, policies, and procedures
- Must have the ability to communicate orally and in writing
- Must have the ability to establish and maintain effective working relationships with the general public, residents, and other employees
- Must be able to interact with staff, clients, and agencies in obtaining and providing information politely and efficiently, both in person and on the telephone
- Must have skills in dealing with people in a polite and diplomatic manner
- Must use sound judgment to decide based on established procedures and guidelines
- Must be able to work flexible hours when needed
- Must be able to assist the Office Staff when needed
- Regular and Predictable Attendance
- Ability to work in a constant state of alertness and safety
- Good reasoning abilities and sound judgment
- Good communication skills
- Resourceful and well-organized
- Work professionally, efficiently, and effectively under deadlines and productivity standards
- Ability to follow directives and policies of the Public Housing Authority
- Work cooperatively with managers, supervisors, coworkers, residents, and the public

EDUCATION AND EXPERIENCE:

- Degree in Social Work or closely related field
- Two years' experience or certification in Social Work, Sports, or Fitness
- Or an equivalent combination of education and experience

ASSISTANT RESIDENT ACTIVITY COORDINATOR

Other Requirements

1. Must possess a State of Alabama driver's license and maintain a good driving record.
2. Must be available for occasional overnight travel for training.
3. Must pass employment drug screening and criminal background check.
4. Must work with the highest degree of confidentiality.

ESSENTIAL PHYSICAL DEMANDS:

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodation may be provided to enable individuals with disabilities to perform the necessary physical demands. While performing the duties of this Job, the employee is frequently required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms, talk or hear, see and inspect, and bend. The employee must lift and move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here represent those encountered by employees while performing the essential functions of this job in a public housing authority.

I have received a copy of this job description and affirm that I can satisfactorily perform each Essential Job Function, possess Essential Knowledge, Skills, Abilities, Education, and Experience, and meet the **Essential Physical Demands** of the **Work Environment**.

Lanett Housing Authority

The Lanett Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines; other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Lanett Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or person. Management reserves the right to add, delete, or modify all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

ASSISTANT RESIDENT ACTIVITY COORDINATOR

Application Process: Applications are available on the authority's website at lanetthousing.com under "New Employment Opportunity Available." To apply by mail, submit an application, resume, and cover letter to the following:

Lanett Housing Authority, P.O. Box 465, Lanett, AL 36863, submit an application in person at the Lanett Housing Authority Administrative Office located at 506 1st St, Lanett, AL 36863, or submit by email at jobs@lanetthousing.com

