

POSITION TITLE: Activities Coordinator
Hiring Range: \$16.50/hr - \$20.00/hr

Classification: Full-Time
FLSA Status: Non-Exempt

SUPERVISED BY: Transitional Housing Program Director

Location: Albuquerque, NM

JOB SUMMARY: As an Activities Coordinator at NMVIC, you will design, coordinate, and implement a range of activities aimed at enriching the lives of Veterans aligned with their Individual Service Plans (ISPs). These activities will not only provide entertainment and leisure but also support therapeutic and developmental goals, enhancing the overall well-being of our clients. Duties will include:

ESSENTIAL JOB FUNCTIONS:

- Develop and implement activity programs that align with the ISPs to meet the physical, social, and emotional needs of Veterans.
- Coordinate with other departments to integrate therapeutic activities with overall client care plans.
- Assess the effectiveness of the activities and make necessary adjustments based on client feedback and clinical guidance.
- Manage the logistics of activities, including scheduling, transportation, and resource allocation.
- Engage with clients to encourage participation and gather input to better tailor activities to their needs.
- Document client participation and progress, maintaining compliance with NMVIC policies and confidentiality requirements.
- Network with community groups and organizations to enhance activity offerings and promote community integration.

Minimum Qualifications	High School Diploma or equivalent
	Proficiency using MS Office and Windows OS
Preferred Skills	Associate's degree in Recreational Therapy, Social Work, or related field
	Experience in planning and coordinating activities, preferably in a healthcare or veteran services setting
	Strong interpersonal and communication skills
	Training in CPR and First Aid is preferred.
	Empathy towards Veterans and a deep understanding of the challenges faced by this population
	Ability to work flexible hours, including evenings and weekends, as needed
KNOWLEDGE, SKILLS & ABILITIES	
Organization	<ul style="list-style-type: none"> • Proven ability to plan, organize, and lead engaging activities • Knowledge of therapeutic recreation techniques and their application in a veteran-focused environment.
Communication	<ul style="list-style-type: none"> • Communicate effectively both orally and in writing • Maintain professional correspondence • Foster positive work relationships with team members and Clients • Ability to maintain confidentiality
Technical Skills	<ul style="list-style-type: none"> • Utilize basic office software and systems • Adhere to HIPPA and PII guidelines and safeguard information • Follow direction and complete assigned tasks
Teamwork	<ul style="list-style-type: none"> • Work effectively as part of a team and independently • Maintain positive working relationships with community partners • Manage individual workload and provide support to team members when needed
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Ability to perform tasks requiring physical exertion, indoors and outdoors, in varying weather conditions. • Frequent interaction with clients that may require adjustment of activities based on physical capabilities and medical needs.
ADDITIONAL REQUIREMENTS	<ul style="list-style-type: none"> • Must pass a background check. • Valid US Driver License and Reliable transportation • Clean Motor Vehicle Driving Record – no more than 2 moving violations or license suspension in the past 3 year <p><i>* Criminal History does not automatically exclude applicant from potential hiring</i></p>
WORKING CONDITIONS	<p>Indoor: 90% - Office and facility environment</p> <p>Outdoor: 10% - Community locations and various event sites; All weather conditions and variable temperatures</p>

*Preference given to eligible Veterans and Immediate Veteran Family Members
NM VIC is an Equal Opportunity Employer*