

# THE SALVATION ARMY SAN ANTONIO AREA COMMAND

## Job Posting

**Date:** March 11, 2010

**Position/Job Title:** Activities Coordinator

**Department:** Wm Booth Garden Apts.

**Location:** 2802 W. Ashby Pl

**Status:** \_\_\_ Exempt    X Full Time    \_\_\_ Part-Time

**Hours** 40

### **Job Summary:**

- Plans, coordinates, and implements activities i.e. recreational, entertaining, educational, craft, and exercise activities
- Oversee volunteers and ensures compliance with program policies and procedures
- Prepares statistical reports
- May transport seniors to and from programs
- May assist in preparing/serving meals

### Qualifications

High school diploma or G.E.D and two years experience planning and implementing senior activities, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

**This posting must be posted on all employee bulletin boards for 3 working days. Interested employees needing more information, please call Irma Mellon 210/733-8210**