Newton Community Development Foundation
Assistant Activity Coordinator

The Assistant Activity Coordinator will support the Resident Services Coordinator in facilitating programming for older adults and adults with disabilities at Casselman House and Weeks House The position would be 18 hours per week, with the ideal hours being Tuesday and Thursday from 9:00 a.m. – 4:00 p.m. and Friday from 9:00 a.m. – 1:00 p.m.

- Facilitating programs and activities for older adults and adults with disabilities who reside in our communities, both independently and under the guidance of NCDF's Resident Services Coordinator.
- Assist with the planning and implementation of engaging and enriching programs.
- Create flyers for programs and conduct personal outreach to residents to promote attendance.
- Take the lead with setting up and breaking down on-site programs.
- Actively engage with and support residents for duration of programs.
- Provide mediation and conflict resolution as needed.

Required skills, knowledge, and abilities:

- Ability to work well with individuals and groups, fostering a collaborative team approach.
- Positive attitude and ability to be flexible in a variety of situations.
- Good organizational skills involving the ability to manage time effectively and work independently.
- Strong interpersonal skills.
- Good verbal communications skills.
- Ability to take initiative.