

Activity Coordinator

Department: Aid and Assist | Reports to: Program Manager

Wage: \$17.14 hourly (full time)

The Northwest Regional Re-entry Center (NWRRC) is a non-profit organization which has been in continuous operation since 1964. We operate a 100-plus bed residential re-entry center and exclusively provide transitional services to offenders re-entering society from incarceration and for probation clients serving sanctions for violations of their supervised release. Our mission is to support, educate and encourage our residents, while they do the work necessary, to develop and implement an Individualized Program Plan that guides them in the successful transition back into their communities/families including finding employment and housing, without reoffending. We are also committed to assuring constant supervision, providing structure for accountability and as a result protecting the community.

Our Position:

We are seeking an individual with a passion for providing high quality service in a residential setting to fill a **full time Activity Coordinator** position. An Activity Coordinator at the Northwest Regional Re-Entry Center (NWRRC) will work to plan, design, and carry out recreational and leisure programs, events, and life skill activities for NWRRC residents.

Your Responsibilities:

- Teach the benefits of self-discipline, recreational and leisure activities, and general participation in group or individual activities that contribute towards mental, emotional, and physical health
- Plan, design, develop, coordinate, and facilitate a variety of group and individual programs, activities, and events; demonstrate and explain each activity to encourage confidence and participation
- Provide residents with encouragement to maintain compliance with facility rules and procedures, including but not limited to the safety rules during activities
- Demonstrate and instruct appropriate life skills and behaviors
- Coordinate program schedules with other staff members when appropriate; notify all staff and residents of programs, activities, and events by posting schedules
- Utilize proactive intervention to maintain a safe and secure environment for everyone at NWRRC; observe, monitor, and report challenging, aggressive, or socially destructive behavior to appropriate staff and provide necessary intervention
- Document and maintain logs of programs, activities, participation and progress
- Assist in monitoring inventory and ordering supplies to meet program, activity, or event needs
- Other duties as assigned

The Qualifications:

Two years of experience working with mentally, emotionally, behaviorally, or physically impaired persons is required. A degree in a relevant field or a combination of experience and education may be considered. Your experience, background, and education must include sufficient understanding and ability to do the following:

- Knowledge of techniques, practices and problems related to working with physically, emotionally, mentally, and behaviorally impaired persons, including proactive intervention techniques
- Knowledge of practices and principals of recreational/leisure activities as well as safety and security

- Skill in planning and coordinating a variety of programs, activities, and events
- Skill in working with a vulnerable population with physical, emotional, mental, and/or social challenges
- Skill in directing and instructing
- Skill in motivating and maintain interest in activities
- Skill in observing and documenting behavior
- Skill in effectively communicating verbally and in writing with others

Availability: Ability to meet the 24/7 demands of the facility and available to work on short notice. This position will require availability between 7am and 9pm, 7 days a week, and includes working holidays.

Clearance: Must successfully pass a background investigation and drug screening to work in a facility with Federal and State offenders. The use of/testing positive for any federally controlled substance, including any detectible level of cannabis, is not tolerated.

Certificates/Licenses: A current and valid driver license is preferred.

The Environment:

NWRRC operates 24 hours a day, 365 days a year. The days and hours worked will vary based on position status, staffing levels and demand.

The Activity Coordinator will have daily contact with persons who are physically limited, mentally ill, and criminally committed. Correctional facilities by nature can be stressful at times. Working in close proximity to persons exhibiting a range of behaviors and personalities traits may be problematic for persons even if they are normally even-tempered and emotionally mature. Without a clear understanding of expected relationship boundaries and what constitutes professional behavior in a correctional setting, employees can find themselves manipulated, compromised, or at the minimum, frustrated. The Activity Coordinator needs to be sensitive to the mood and behaviors of residents and be able to communicate uniform standards without emotionally exhibiting undue irritation or enabling behaviors.

Physical Requirements:

The methods of performing the functions of this position require the following physical demands: lifting, carrying, pushing, and pulling items up to 10 pounds regularly, 20 pounds frequently, and 50 pounds infrequently; lifting from floor to shoulder regularly and overhead infrequently; frequent balancing, stooping, kneeling, and crouching; fine finger dexterity, such as using hands and fingers for crafts; and repetitive movements. Generally, the job requires 5% sitting, 5% fast walking/running, 25% walking, and 65% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

How to Apply:

For consideration, email a current resume and cover letter to the email on our employment page.