



Activities Coordinator

Department: Aid and Assist | Reports to: Aid and Assist Program Manager

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 provide transitional services to offenders re-entering society from incarceration, for probation clients serving sanctions for violations of their supervised release, and for those under community restoration orders. 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. The purpose of this position is to plan, design, and carry out recreational and leisure programs, events, and life skill activities for NWRRC residents.

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.

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 direction 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
- Work independently and successfully within a team to establish a positive relationship and facilitate activities for a diverse group of residents
- 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
- Assist Security with supervising and managing rule compliance, facility and perimeter security, room and personal searches, sanitation inspections, and other tasks as needed
- Maintain logs of facility use, programs and activities
- Document behavior and write reports on program participation and progress

- Research different methods, activities, tools, and resources and the costs associated
- Assist in monitoring inventory and ordering supplies to meet program, activity, or event needs
- Other duties as assigned

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 detectable level of cannabis, is not tolerated.

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

Perks:

We offer great benefits and perks to our full-time staff. Here are some highlights on what we offer:

- Industry competitive wages with the potential for generous merit-based increases
- A supportive environment where growth is promoted
- Generous time off, including PTO, vacation and sick time
- Employer-funded SEP-IRA retirement plan (after 1 year); NWRRC currently contributes 7% of your gross wages
- 100% employer-paid medical and dental insurance premiums
- Tuition assistance, fitness center subsidy, and a free daily meal!

How to Apply

For consideration, submit a resume and cover letter describing your interest and how you meet the qualifications. Email your submission to Jessica, HR Specialist, at jessicad@nw-rrc.org.

Thank you for your interest in joining our team!

Northwest Regional Re-Entry Center
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