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OUR MISSION: TO PROVIDE AND PROMOTE QUALITY AFFORDABLE HOUSING & CARING SUPPORTIVE SERVICES

## Volunteer Position Description

**Job Title:** Activities Coordinator – The Olin Apartments (1420 Logan St., Denver, CO 80203)

(<http://seniorhousingoptions.org/properties/the-olin-hotel/>)

**Summary of Position:** Work with elderly and/or disabled residents to plan, create and coordinate fun, engaging and appropriate in-house activities. Help to gather materials needed for classes. Willing to do filing in front office as needed.

**Reports to Whom:** Nate Jarvis (Manager); Christine Nash (Resident Services); Resident Council members

### **Duties and Responsibilities:**

- Help to create fun and interesting activities for the residents
- Help to find the materials for the class (ie. donations)
- Help to set up and clean up the activity area
- Interact and socialize with residents.

**Skills and Qualifications:** Comfortable working with the elderly and disabled; skill needs vary depending on specific activity

- Motivated
- Energetic
- Innovative

**Time Commitment:** 4 hour shift (up to 8 hours per week); flexible days (M – F only); prefer 9-1pm or 12-4pm shifts.

**Training:** Initial training by Manager or Resident Services Director.

**Benefits:** Coffee, snacks