



1527 W. National Ave, Milwaukee, WI 53204

Phone: (414)-383-8921 **Fax:** (414)383-9016

JOB ANNOUNCEMENT

Position: Activities Coordinator

Position Type: Full-Time

Location: Milwaukee

Deadline to Apply: Until position is filled

Reports to: Executive Director

JOB SUMMARY:

We are looking for a self-motivated and creative Activities Coordinator for our Psychosocial Drop-In Center. The Activities Coordinator is responsible for coordinating all center activities, including social, recreational, educational, occupational and psychosocial activities. The Activities Coordinator works in conjunction with the Occupational Therapist, and assist in supervision of staff and volunteers delivering direct member services, as well as facilitating recovery-oriented groups and providing one-on-one support for members.

QUALIFICATIONS:

Minimum of two years' experience in coordinating activities and facilitation of groups. Mental health experience required. Bachelor's Degree preferred; Associates required. Occupational, Art, or Music Therapist, COTA, Human Services, Psychology, Social Work, and or another related field preferred. Must have a valid driver's license and insurance. Background Check required.

DUTIES AND RESPONSIBILITIES:

- Plan, coordinate and implement daily member activities.
- Serve as liaison to member management team.
- Plan all recreational and social activities with assistance from members and other staff.
- Facilitate support groups and one-on-one support.
- Complete annual outcomes for contracts.
- Prepare monthly activities calendar.
- Ensure all activities are run with maximum member input.
- Create and facilitate educational groups.
- Participate in Agency committees and meetings as requested.
- Engage member's participation in daily activities.
- Identify community resources as meets member's needs.

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- Plan and coordinate special events.
- Track individual and group attendance and prepare reports.
- Solicit in-kind donations to meet program needs.
- Aid in Wellness Program.
- Supervise assigned volunteers.
- Performs other duties as assigned.

Our Space Inc. is an equal opportunity/affirmative action employer committed to having a diverse work force. Members of minority groups and persons with disabilities are strongly encouraged to apply. **Email inquiry to mwisniewski@ourspaceinc.org, or call Melissa Wisniewski at 414-877-5911. Visit us at www.ourspaceinc.org to learn more.**