

# JOIN OUR TEAM

## as our Activities Coordinator!

Bring joy to every day! Plan games, crafts, outings, and celebrations that keep our community smiling, social, and engaged. If you love laughter, creativity, and community - this role is for you!

### Full-Time/Flex-Time

Monday - Friday  
\$18-\$22/hour

### Qualifications:

- Valid Alaska Driver's License
- High school diploma or GED
- Ability to pass criminal background checks

### Responsibilities

- Create activities and events
- Maintain membership data, spaces, and items
- Maintain social media
- Create and distribute flyers and monthly newsletters
- Work collaboratively with Valdez residents to bring engaging events to the Senior Center



**MORE INFORMATION:**  
Visit [alaskajobs.alaska.gov](http://alaskajobs.alaska.gov)  
and search for "687355"



Interested? Pick up an application at the Valdez Senior Center or online at [valdezseniorcenter.org](http://valdezseniorcenter.org)



***The Valdez Senior Center provides earned vacation leave and additional perks to employees.***

**Position: Activities Coordinator**

Hours: 40 hrs./week

Supervisor: Executive Director

Starting Wage: \$18-\$22/hour

**Minimum Qualifications:**

- Valid Alaska driver's license
- High school diploma or GED
- Ability to pass a criminal background check and provide evidence of a yearly TB test
- Ability to obtain a food handler's card
- Safe driving skills, including submission of driving record from DMV for the past three years
- Ability to lift up to 20lbs

**Duties and Responsibilities:**

- Facilitate/create activities and events
- Maintain membership data, spaces, and items
- Maintain social media
- Decorate the activity center each month or for events
- Produce and distribute flyers and monthly newsletters
- Work collaboratively with Valdez residents to bring engaging events to the Senior Center
- Greet visitors, answer phones, and maintain calendars as needed
- Assist Office Administrator in office tasks as needed
- Serve as a backup driver as needed
- Other duties as assigned

**Interested candidates may pick up an application at the Valdez Senior Center  
or download an application at [valdezseneiorcenter.org](http://valdezseneiorcenter.org).**

**Submit a completed application and resume in person or via email to [vsdirector@valdezak.net](mailto:vsdirector@valdezak.net).**

**Valdez Senior Center  
1300 E. Hanagita  
Valdez, AK 99686  
(907) 835-5032**