CISC, a non-profit organization, helps immigrants throughout King County achieve success by providing information, referral, advocacy, social, and support services.

JOB ANNOUNCEMENT

TITLE: Senior Center Activity Specialist

REPORTS TO: Senior Center Director
HOURS: Full-Time 1.00 FTE Monday – Friday, Non-Exempt position
STARTING PAY: $23.00 per hour (depending on experience)
BENEFITS: Medical, dental, vision, vacation & sick leave

JOB SUMMARY: CISC is a non-profit organization, founded in 1972, that supports immigrants and their families by creating opportunities for them to succeed, while honoring their heritage. We provide youth, family, and senior services including preschool, after-school, ESL/naturalization, in-home care case management, and healthcare navigation programs. We serve Chinese, Russian, Latino, Vietnamese and other immigrant communities at our office locations and numerous community-based sites throughout King County, Washington.

Sunshine Garden Senior Center provides structured activities to enhance the social, physical and emotional well-being of the Chinese seniors age 50 and above. Working closely with the Senior Center program team and under the supervision of the Senior Center Director, the Activity Specialist is responsible for developing and managing program and activities in accordance with the funder’s program guidelines and outcome measures. Scheduled activities and programs will be provided in senior center and outreach collaborative sites throughout King County. This position may have the potential to change into a full-time position, when funding becomes available or in combination of another part-time position.

JOB DUTIES:

• Program and activity management
  1. Responsible for the operation and scheduling of the program and activities
  2. Maintain database tracking system for the program
  3. Prepare monthly and quarterly reports to funder as required

• Volunteer supervision
  1. Assist the Senior Center Director in the recruitment, training and supervision of volunteers
  2. Scheduling of volunteer attendance and tasks to support day center activities

• Program Planning and Evaluation
  1. Plan, organize, and supervise activities and programs.
  2. Monitor and evaluate the progress of activities and programs.
  3. Conduct and coordinate on-going workshops, social interaction and support groups in Chinese language.
  4. Identify needs of the center participants and develop corresponding programs to meet their needs.
  5. Assist the Senior Center Director to develop and provide tailored programs and group activities to vulnerable and frail Chinese elderly who are non-English-speaking and lack social and family support.
  6. Recruit new members and retain center participants.
  7. Facilitate community activities (such as voter education, community health) with translation and interpretation.
  8. Refer clients with special needs to appropriate programs for further support, such as Family Caregiver Support or Case Management Program.
Outreach

1. Outreach to the Chinese seniors and the community to promote center activities and programs.
2. Collaborate with other agencies and community services providers in programs to meet the clients’ identified needs.

QUALIFICATIONS:

• Bachelor’s degree in social work, counseling or related field preferable. Substantial and proven direct service experience may substitute academic qualification requirement.
• Two years’ experience in a human service field, working as a social worker with frail or disabled adults and their families in a clinical setting. Basic knowledge of community, city, state and Federal resources and programs related to seniors and disabled adults.
• Must be able to work in a dynamic environment with constant change, pressure and growth.
• Solid experiences in collaborative relationship and networking through outreach and joint partnership
• Working experience in activity development, planning and scheduling in a social or resource center setting
• Bilingual in English and Chinese, read and write.
• Valid Washington State driver’s license, access to vehicle for private use, and auto insurance for outreach if required.
• Proficiency in using computer and information technology in daily works. Ability to use database tracking software for monthly and quarterly such as Excel and Access preferred.

DESIRED SKILLS AND ABILITIES:

• Keen interest and experience in working with ethnic minority population from diverse culturally backgrounds
• Experience in recruiting, training and monitoring volunteer instructors to support daily activities, programs, workshops and classes for the Senior Center
• Extensive experience in program or activity coordination, scheduling and planning preferred.
• Experience in conducting workshops and public speaking and compiling marketing materials such as press release, program calendar and newsletter in Chinese.

COVID-19 VACCINATION REQUIREMENT:

Beginning on December 5, 2021, all CISC employees will be required to be fully vaccinated against COVID-19. **Upon hire, you will be required to submit proof of vaccination.** People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation in accordance with applicable laws.

LOCATION:

CISC Office
611 South Lane Street
Seattle, WA 98104

APPLICATION:

Submit resume and cover letter to: CISC
Attn: Human Resources
611 South Lane Street
Seattle, WA 98104

Or email resume and cover letter to: jobs@cisc-seattle.org

CLOSING DATE: Open until position filled
CISC is an Equal Opportunity Employer

CISC is an Equal Opportunity Employer and dedicated to a policy of non-discrimination in employment on any basis including race, color, creed, citizenship status, national origin, ancestry, gender, genetic information, sexual orientation, gender expression or identity, age, religion, pregnancy or pregnancy-related condition, physical or mental disability, marital status, veteran status, political affiliation, or any other characteristic protected by law. Reasonable accommodation will be provided for persons with disabilities.