HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
1826 3rd Avenue South
Birmingham, AL 35233
(205) 521-0610

NEW JOB OPENING NOTICE
November 8, 2019

1) Position Title: Recreation & Wellness Coordinator
2) Job Type: Full-Time
3) Salary: Commensurate with qualifications and experience.
4) Education/Experience: Bachelor’s Degree from an accredited four-year college or university in Recreation, Education, Social Work or related field. Coursework in Nutrition and Psychology is preferred. Knowledge of Sports, Coaching or related experience is required. Minimum of two (2) years’ experience in Recreation, Sports, Education, Social Work or related field, involving considerable public contact experience. CPR Certification is preferred.
5) Major Duties and Responsibilities: Work with the Community Center Coordinator to help supervise and coordinate the activities of assigned personnel including the Community Center Program Specialists and support staff, volunteers, resident leadership, and any other parties who provide direct recreation and wellness services to program participants. Plan, organize and promote recreation programs for various community centers for individuals of various ages. Assist with Resident Council activities and functions to coordinate resident elections consistent with federal guidelines. Assist residents with locating funding sources and getting the proper training and technical assistance in small business development. Research workshop and training opportunities on behalf of the residents and present information to management; Assist with Summer Youth Program and scheduling transportation. Perform any other related and appropriate duties and support of strategic goals as required.

Applicants can obtain a complete position description and application from our website at www.habd.org or 1826 3rd Avenue South. A complete application may also be submitted to careers@habd.net.
Attention: Calandra Jefferson-Mitchell. An application must be completed.

Position is Open Until Filled No Phone Calls Please

Housing Authority of the Birmingham District is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), National origin, age (40 or older), disability, or genetic information. Housing Authority of the Birmingham District is a Drug-Free Workplace.
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Position Description

Classification: Recreation & Wellness Coordinator

Supervisor: Vice President of Housing Operations

Effective Date: November 8, 2019

Position Summary

Under the supervision of the Vice President of Housing Operations, the Recreation & Wellness Coordinator is responsible for planning, organizing, developing, implementing, promoting and coordinating comprehensive recreational, sporting events and programs in conjunction with the HABD Community Centers. Responsibilities include, but are not limited to: assisting with monitoring of recreational programs; identifying needs; and preparing periodic reports and correspondence. The incumbent will also be responsible for assisting in the coordination and promotion of community engagement operations, programs and activities, case management and counseling service to residents. Assist Sr. Service Social Services Worker as needed.

The role and responsibilities of this position go beyond those of a standard program coordinator or recreation activity planner. The Recreation & Wellness Coordinator has a strong knowledge of the health and wellness issues facing children, adults, seniors and people with special needs; and applies an in-depth understanding of the scientific and best practice literature on wellness and goal-changing behavior to support the adoption of healthy lifestyles. The Coordinator will supervise and coordinate, both directly and indirectly, the staff and volunteers who provide services.

Major Duties and Responsibilities

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. The position description is in compliance with the Americans with Disabilities Act.

1. Work with the Community Center Coordinator to help supervise and coordinate the activities of assigned personnel including the Community Center Program Specialists and support staff; volunteers; resident leadership; and any other parties who provide direct recreation and wellness services to program participants.

2. Plan, organize and promote recreation programs for various community centers for individuals of various ages; plan and organize special activities related to the recreational
3. Assist the Community Center Supervisor in promoting community engagement operations and coordinate resident oriented programs, including residents’ initiatives; Assist with Resident Council activities and functions to coordinate resident elections consistent with federal guidelines.

4. Plan, assist, and promote economic development and self-sufficiency programs for residents. This includes working with the Resident Councils to create opportunities for resident-owned businesses. Assist residents with locating funding sources and getting the proper training and technical assistance in small business development.

5. Support the Community Center Supervisor in working directly with resident leadership to develop and implement self-help programs.

6. Organize softball, basketball, tennis, and soccer teams, leagues and tournaments; recruit volunteer coaches for said activities; and issue, collect, inspect and maintain equipment to ensure safety of participants.

7. Assist the Community Center Supervisor in developing programs for residents based upon interests, concerns and problems.

8. Research workshop and training opportunities on behalf of the residents and present information to management; Assist with Summer Youth Program and scheduling transportation.

9. Responsible for assisting resident groups in organizing resident councils in communities for which such groups are not established.

10. Teach participants fundamentals of games and sports; transport team members to and from games; and provide instruction in the rules of play to teams. Maintain inventory of equipment.

11. Evaluate effectiveness of recreation programs. Assist the Senior Community Engagement Social Services Worker with scheduling and implementation of recreational, sporting and educational activities.

12. Assist with monthly status reports detailing progress of assigned programs, activities and other special reports, as required, such as budget reports by providing technical assistance.

13. Work closely with Community Center Coordinator in marketing, outreach and recruitment of participants for community center programs and sports activities.

14. Assist in identifying community needs, and implementing educational, sports and recreational activities, as well as programs promoting community participation and involvement.

15. Monitor attendance of participants and provides the Senior Community Engagement Social Services Worker with activity reports as required.

16. Conduct best practice research in recreation and wellness for children, adults and seniors, as
well as people with special needs.

17. Perform any other related and appropriate duties and support of strategic goals as required.

**Required Knowledge Skills and Abilities**

1. Knowledge of general operations and procedures of a Public Housing Agency (PHA).
2. Knowledge of and ability to utilize scientific research on recreation, wellness and behavior change to guide youth, adults, seniors and people with special needs in adopting and committing to healthy lifestyles and choices.
3. Knowledge of and capacity to remain up-to-date on the Health and Physical Education standards and guidelines set by the Society of Health and Physical Educators (SHAPE America).
4. Demonstrate in-depth knowledge of the emotional, mental and physical aspects of child development to ensure recreation and wellness programming nurtures participating youth, and help lead them to make a lifelong commitment to fitness and healthy well-being.
5. Knowledge of issues facing adults and seniors as they relate to health and wellness, with the ability to guide said adults and seniors to adopt healthy lifestyles and make healthy choices.
6. Knowledge of program development for community improvement.
7. Knowledge of report preparation techniques, procedures and demonstrated ability to prepare technical reports and other required documents.
8. Knowledge of social trends and economic conditions and their application to overall community service programs, and knowledge of the sources availability of information relating to community services.
9. Ability to demonstrate leadership experience, professional abilities and capabilities to elicit cooperation.
10. Ability to understand, act on and interpret policies, regulations and procedures as set forth by the Housing Authority and HUD; make and interpret oral and written reports pertaining to educational and recreational activities.
6. Knowledge of the rules and regulations governing competitive athletic games such as softball, baseball and basketball.
8. Ability to work with groups of all age levels in recreational activities and athletic contest.
9. Ability to maintain discipline and solve disciplinary problems effectively; ability to meet and deal tactfully with the general public.
10. Ability to orient others and to explain organizational policies, rules, regulations, and procedures. Ability to work independently under broad guidance.
11. Knowledge of and ability to utilize personal computer using database and word processing software packages.

12. Ability to establish and maintain effective working relationships with residents, HUD and other local and state officials; ability to communicate with people from a broad range of socio-economic backgrounds.

13. Ability to use various word processing, database or spreadsheet software; operates personal computer and input data accurately.

14. Ability to evaluate and disseminate factual information and develop proposals to promote solutions to recreational and social problems.

**Supervision:**
None.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; sit, walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move 10 up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The level of manual dexterity should be sufficient to allow for operation of a typewriter, terminal keyboard, telephone, facsimile machine, office supplies, etc. Employee must be able to move, handle, or lift moderately heavy objects such as computer equipment (printer, monitor, CPUs, etc.) around desk area.

**Minimum Education, Training and/or Experience:**

1. Bachelor’s Degree from an accredited college or university in Recreation, Education, Social Work or related field. Coursework in Nutrition and Psychology is preferred.
2. Knowledge of Sports, Coaching and other related experience is required.
3. Minimum of two (2) years’ experience in Recreation, Sports, Education, Social Work or related field, involving considerable public contact experience.

**Special Requirements:**

1. Possession of a valid Alabama driver's license and safe driving record for those required or allowed...
to drive HABD vehicles or drive on behalf of HABD.

2. CPR Certification preferred.