**Senior Activity Coordinator**

The Village of NHP is looking for a friendly and engaging individual that will develop a stimulating program of activities to our elderly citizens. The primary goal is to provide a social venue that will reconnect our elderly and offer interaction in a casual recreational setting.

Administrative work includes, but is not limited to,

* Organize various special events to engage our senior population.
* Put together a monthly activities calendar including scheduling activities, coordinating and running the activities throughout the month and to be included in the village newsletter.
* Responsible for planning and promoting activity programs via newsletter, Patch, social media and other publications.
* Must be patient and have a positive disposition, demonstrate flexibility and possess the ability to multitask.
* Ability to set up the meeting room, in village hall and purchase the required materials or refreshments for the activities.
* Must have good computer, basic math communication and scheduling skills.
* Knowledge and experience with Microsoft Word, Excel and Outlook, Instagram and other social media.

Part time flexible hours 15-20 hours per week, as needed. Wages commensurate with experience.

Send you resume to Cathryn Hillmann at NHPClerk@vnhp.org or Donna Squicciarino at DSquicciarino@vnhp.org