ACTIVITY CENTER COORDINATOR
Full-time

The Housing Authority of the City and County of Denver (DHA) is looking for an Activity Center Coordinator for its Resident and Community Services department. DHA’s Resident and Community Services (RCS) Department is dedicated to improving the lives of low income families and individuals living in public housing and Section 8. RCS provides vital programs and services that help residents enhance their skill-sets to achieve economic or aging-in-place self-sufficiency.

The Position
Responsible for the design and implementation of an on-site activity center. The Activity Center Coordinator will research, design, market, coordinate, schedule, implement, and oversee activities, events, and services for low-income clients.

Benefit Information
* Sick leave is accrued at 6 hours per month.
* Annual leave (vacation) for new employees is accrued at 8 hours per month.
* 11 paid holidays per year with an optional paid day off.
* Health insurance and 125 Plan.
* Group life insurance, pension plan (equal to 10% of the annual salary), short term and long term disability insurance are paid by DHA.
* Dental plan, vision insurance, critical illness insurance, accident insurance, 457 pension plan and the ROTH IRA are employee paid options.
* Performance based merit increases and annual adjustments are given depending upon current policy.

Minimum Qualifications at the Time of Application
* Four (4) year degree in social work, sociology, psychology, human services or related field.
* Valid Colorado driver license and good driving record must be maintained in accordance with personnel policy.
* Three (3) years of human services experience.
* One (1) year experience working with low income and culturally diverse populations.
* One (1) year case management experience.
* A combination of appropriate education and experience may be substituted for the minimum educational requirements.

Salary Range
$41,600/year to $44,134.26/year

How to Apply
You may apply for this position in one of the following ways:
* in person between 8:00 a.m. and 4:00 p.m. at 1035 Osage Street 9th Floor or
* by faxing your application and/or resume to (720) 932-3005 or
* by emailing your application and/or resume to hr@denverhousing.org.

The application form as well as more information about DHA can be found on our website: www.denverhousing.org.

DHA is an equal opportunity employer.

Recruitment will remain open until filled.