

Job Title: Recreation Coordinator

Reports To: Program Director, Thorpe Family Residence

Location: Thorpe Family Residence, Bronx, NY

Hours: Tuesday - Friday 2:00 pm - 10:00 pm and Saturday 11:00 am - 7:00 pm

Our Mission:

Nazareth Housing is a community-based organization committed to the promotion of housing stability and economic mobility among vulnerable families and individuals in New York City, through the provision of homelessness prevention services, emergency family shelter, supportive housing, and immediate needs assistance.

About the Role:

Nazareth Housing's Thorpe Family Residence has provided critical housing, advocacy, and shelter services for over forty years. A growing and dynamic organization, we seek candidates who are energetic, focused, and compassionate have a strong work ethic, and are invested in helping people change their lives for the better. The shelter site is located in the Belmont area of the Bronx. The Recreation Coordinator supports our mission of providing after-school/evening and monthly weekend support for the enrichment and advancement of the children at Thorpe Family Residence. The Recreation Coordinator will provide programming support for family/child program activities and will be responsible for associated administrative duties.

Key Responsibilities:

Program Activities:

- Oversee Homework Help each evening
- Coordinate physical fitness and special activities on weekends and school holidays/breaks
- Integrate healthy movement, mindfulness, and healthy eating into all activities
- Work with DoE liaison to integrate school schedule and activities with agency programming
- Supervise volunteers who assist with programs
- Assist with seasonal and holiday activities and recreational and educational trips off-site
- Provide ad hoc child care for school-aged children as needed
- Assess, evaluate, and refer children for daycare or after school in conjunction with the Case Manager
- Update and expand partnerships with community providers

Administrative/General Duties

- Maintain program supply inventory, attendance and activities report
- Ensure late intakes have food and essential toiletries
- Perform limited entries into CARES
- Assist in receiving and securing evening or weekend deliveries
- Assist security staff in maintaining a safe and peaceful environment
- Other tasks as assigned by the program director

Qualifications

- Previous experience with youth and family program settings
- Willingness to work in a non-profit environment
- Team player with the ability to work independently
- Organized, punctual, and focused on job responsibilities
- Must agree to and pass a criminal background check/fingerprinting
- Bachelor's or Associate Degree in a relevant discipline
- One to three years of experience in recreation or youth activity or related activity
- Empathetic and non-judgmental approach to supporting individuals experiencing homelessness
- Fluency in multiple languages (especially Spanish) is a plus.

Salary: \$40-42K**Benefits:** Generous benefits include:

- Paid vacation, personal days, and sick leave
- Health insurance commences upon employment
- 401k plan
- Flexible savings account
- Employee wellness initiatives

How To Apply:

Please submit your cover letter and resume to jobs@nazarethhousingnyc.org

Nazareth Housing is committed to building a diverse and inclusive community. We support a broadly diverse team who will contribute to our organization. We are an equal employment opportunity for all regardless of race, color,



519 East 11th Street, New York, NY 10009

citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.