



## Job Description

**Position:** Activity Specialist (Prospect Plaza)  
**Program/Department:** Prospect Plaza Community Center  
**Reports to:** Program Director  
**Hours:** Part Time

### Position Summary:

BCS Prospect Plaza Community Center provides services to the community including case management, job readiness, wellness and educational workshops. Our site is an access point for community members to receive or be referred to a host of other BCS programs.

In our Prospect Plaza Community Center, residents and families within the community are provided a range of services including employment, housing, and education support as well as wellness workshops. Our goal is to help families stabilize, strengthen and achieve self-sufficiency. We provide needs assessment, information and linkages, supportive services and referrals.

The Activity Specialist is a critical member of our team. Due to the often times fast-paced, high trafficked space we are dependent on a mature and professional activity specialist to plan, lead and oversee workshops for children, youth and adults. We are seeking a reliable, hard-working, and resourceful team player, who can follow directions, think critically, multi-task, and adapt quickly to changes. A keen attention to detail, ability to take initiative and ask questions, and a genuine interest in relating to people of all backgrounds are all ideal attributes for this position. This is a position that requires strong organizational and customer service skills and compassion and empathy for others, as the Activity Specialist will be interfacing with clients and staff regularly.

### Responsibilities:

- Work collaboratively with Program Coordinator and center staff to provide activities for children, youth, adults and seniors.
- Coordinate planning and preparation of activities and materials for daily schedule.
- Provide effective supervision to groups in attendance.
- Responsible for taking daily attendance.
- Assist with developing and planning community events for children, parents and community.
- Oversee and monitor authorized parental/guardian pick up of children.
- Outreach to parents and community to promote the program, activities and upcoming events.
- Attend and comply with training requirements.
- Other responsibilities as needed and requested by Program Director.

### Qualifications Required:

- High School Diploma required. Some college education preferred.
- Background in sports, music, drama, dance, photography, crafts, sewing, or the arts is a plus.
- Must enjoy working with children, adults and embrace inclusivity and diversity.

### How to apply:

[Click here to apply to the Activity Specialist role](#)