Activities Coordinator – Sacred Heart Village I / Francis X. Norton Center

AmeriCorps Overview

AmeriCorps engages more than 75,000 Americans in intensive service each year at nonprofits, schools, public agencies, and community and faith-based groups across the country. Since the program's founding in 1994, more than 1,000,000 AmeriCorps members have contributed more than 1 billion hours in service across America while tackling pressing problems and mobilizing millions of volunteers for the organizations they serve.

Members additionally get to be involved in service with other members throughout the state and nationwide. By serving others through AmeriCorps, they gain important life skills including leadership, guidance, compassion, sympathy and empathy. These skills enable the Members to grow themselves and broaden their views of the needs of society and how service impacts the lives of others.

The Ministry of Caring Overview

The Ministry of Caring provides a network of services in the Wilmington, DE area. Our motto, "The poor should never be treated poorly," holds true each and every day as the Ministry works to eradicate homelessness and poverty and help those most in need rise to self-sufficiency. The Ministry of Caring does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, sex, sexual orientation, national origin, disability, or political affiliation.

Sacred Heart Village 1 / Francis X. Norton Center

Sacred Heart Village 1 (SHV) provides permanent, safe, and affordable housing for low income seniors age 62 and older and help those seniors live independently. The Ministry of Caring's Francis X. Norton Center (FXN) is a multi-generational community center located on the lower level of SHV. Services include senior day activity programs, community revitalization, crime prevention, and neighborhood restoration efforts. The staff at Sacred Heart Village and Francis X. Norton Center work to create a safe, secure, and welcoming environment that positively impacts the overall health of the community. *Please note, Member will have recurring interaction with vulnerable populations due to our client base.*

Sacred Heart Village I / Francis X. Norton Center – Activities Coordinator
- Identify interests of neighborhood seniors and develop and coordinate corresponding programs and activities to be held at the Francis X. Norton Center, especially for fragile and vulnerable seniors.
- Recruit participants, including publicizing the event/activity.

- Oversee and participate in center offerings, and maintain monthly calendars and records.
- Assist with engaging the community of residents and keeping them active through activities and recreation, seasonal class offerings such as gardening, and other special events and outings.
- Arrange transportation, outside facilitation, and supplies as needed, and prepare common space before and after the event/activity.
- Provide guidance to seniors with respect to social security, Medicare, and other supportive needs.
- Assist the Social Services Coordinator in working with residents, one-on-one as needs arise or become apparent.
- Promote awareness of the Ministry's gathering and social enrichment opportunities, as well as offer a link to needed support services.
- Assist with the City Fare/Meals on Wheels program.
- The Member's impact will be measured by senior participation and can be further broken down to SHV residents served, community members served, and veterans served. It will also be measured by the number of new and recurring events coordinated by the Member.
- The Member will have a powerful impact on the quality of life of the low-income residents of Sacred Heart Village and the surrounding area, and beyond that they will also be providing family members with peace of mind that their beloved elderly relatives are in good hands, reducing stress and a financial burden on community families.

Supervisor: Francis X. Norton Center Program Director
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