



Santa Fe County Activity Program Coordinator

SALARY	\$21.92 - \$25.19 Hourly \$45,593.60 - \$52,395.20 Annually	LOCATION	Santa Fe, NM
JOB TYPE	Term	JOB NUMBER	202600163
DEPARTMENT	Community Services	DIVISION	Senior Programs
OPENING DATE	05/12/2026	CLOSING DATE	5/25/2026 5:00 PM Mountain
FLSA	Non-Exempt	BARGAINING UNIT	AFSCME 1782
DEPARTMENT CONTACT INFORMATION	LeAnne Rodriguez - 505-992-9849	UNION ELIGIBILITY	Position is Union eligible after completion of one (1) year probationary period.
BUDGET AMOUNT	Position is budgeted up to \$25.19 hourly. Commensurate with related education and experience.		

Primary Purpose

Ensures a pleasant, welcoming atmosphere for senior citizens at Santa Fe County Senior Centers. Administers a variety of programs and activities at Senior Centers, including classes, speakers, and entertainment. Conducts needs assessments with seniors. Oversees the daily activities of individual senior centers, including conflict resolution if needed.

Essential Job Functions

- Compiles, sorts, arranges and files a wide variety of materials for use by seniors.
- Conducts and maintains all client assessments as required by the NM Aging and Long Term Services Division (NMALTS) and the Area Agency on Aging (AAA); provides special client information for use in preparing reports and determining client eligibility for programs; refers seniors for services; maintains all records as required by the County and AAA; and files monthly, quarterly, and annual reports in a timely manner.
- Develops, enhances, and implements recreational, social, and physical fitness program at Senior Centers in the County of Santa Fe.
- Instructs various classes, including exercise and arts and crafts classes; recruit special instructors and performers and secures tools and materials for senior activities; organizes special events throughout the year including Senior Olympics, Senior Art Shows, etc.; promotes and markets the Senior Program throughout the community.
- Organizes recreational, social and creative activities at senior centers; drives Seniors to and from Senior center sites to participate in congregate lunch, social and creative activities; organizes, assists, and drives seniors on trips when needed; and maintains supplies and orders appropriate arts and crafts supplies for creative classes.

- Acts as liaison between senior programs and centers.
- Oversees cashiering for senior nutrition program and assists Cook as needed to clean the kitchen, prepare, season, cook, portion, and serve nutritionally balanced meals and snacks for patrons.
- Serves in the absence of the Cook and Drivers to ensure seniors receive meals.
- Recruits, trains and supervises volunteers at senior centers and trains drivers on delivery routes.
- Answers phones and provides information; refers calls as appropriate; assists patrons with County related business; processes mail; and completes a variety of clerical activities.

Knowledge/Skills:

- Knowledge of state, county and AAA programs, policies and procedures.
- Knowledge of how Alzheimer's and dementia affects the daily behavior of seniors and knowledge of basic safety procedures and practices.
- Knowledge of modern office practices and procedures and standard office equipment.
- Ability to organize schedules, plan and implement programs, and solve practical problems.
- Ability to communicate effectively, verbally and in writing, individually and in formal settings to large groups; to understand and follow verbal and written instructions; and to communicate effectively and patiently with senior citizens, the public, and co-workers.
- Ability to work independently and to supervise the work of volunteers.
- Ability to deal tactfully with controversial matters and to maintain confidentiality.
- Ability to assist clients in obtaining other state and county services; and to work with other organizations to help build a "safety net" of services to help individual senior citizens get the help they need.
- Ability to speak Spanish preferred.
- Skilled in customer service.
- Skilled in operating various word-processing, spreadsheets, database and other software programs in a Windows environment.

Minimum Qualifications

- High school diploma or equivalent; and
- Four (4) years of experience in customer service, business administration, community or social services, gerontology, or a related field.
- Related education and experience may be substituted at a rate of thirty (30) semester hours equal to one (1) year experience.
- Must become certified in First Aid and CPR within three (3) months of hire.
- Must complete a Defensive Driving class within thirty (30) days of hire.
- Must obtain a Food Handler's certification card within 30 days of employment. Failure to receive this certification may result in termination of employment.

Supplemental Information

Working Conditions: Work is performed in an office setting and senior center environment, with occasional work outdoors in varied weather conditions. Work schedule may include evening and weekend hours. Travel may be required. While performing the duties of this job, the employee regularly is required to stand and walk; use hands to finger, handle or feel; reach with hands or arms; stoop, kneel, crouch, or crawl; climb or balance; taste or smell; and talk or hear. Clarity of vision at short and long distance is required. May be required to lift up to 50 pounds. May be exposed to dust, fumes, airborne particles, or allergens; to excessive noise; to working near hazardous or moving equipment or machinery; and to hostile, violent, or offensive individuals on a regular basis. Will be required to use protective clothing, equipment, devices, or materials. May be subject to exposure to CRTs and VDTs.

Conditions of Employment: Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background

screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Benefits

Santa Fe County is proud to offer a comprehensive benefits package to eligible, full-time and part-time employees who work 20 hours per week. You will receive plan booklets, which give you more detailed information about each of these programs.

BENEFITS OFFERED

- Medical
- Dental
- Vision
- Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Voluntary Life and AD&D
- Short-Term Disability
- Long-Term Disability
- Flexible Spending Account (FSA)
- Employee Assistance Program (EAP)
- Gym Membership

To learn more details, visit our website:

- [Health Benefits](#)
- [Leave and Retirement](#)
- [Additional Employee Benefits](#)
- [Employee Development Program](#)

Santa Fe County is an Equal Opportunity Employer

It is the policy of Santa Fe County to ensure equal employment opportunity to all persons regardless of race, color, age, physical or mental handicap, sex, national origin, ancestry, religion, serious medical condition, sexual orientation, gender identity, genetic information, or political affiliation.

Employer

Santa Fe County

Address

102 Grant Avenue

Santa Fe, New Mexico, 87501

Phone

(505) 992-9880

Website

https://www.santafecountynm.gov/human_resources

Activity Program Coordinator Supplemental Questionnaire

*QUESTION 1

Do you have a High School diploma or equivalent?

Yes

No

***QUESTION 2**

How many years of experience in customer service, business administration, community or social services, gerontology or a related field do you have?

None

1 year of experience

2 years of experience

3 years of experience

4 or more years of experience

***QUESTION 3**

Do you have a valid driver's license?

Yes

No

*** Required Question**