

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
625 STANWIX STREET, 12<sup>TH</sup> FLOOR, PITTSBURGH, PA 15222

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**Authority Position Available: Activities Coordinator**

**Date Posted: May 1, 2019**

**Purpose**

This part-time, grant funded position, in the Resident Services Department, reports to the Deborah D. Booker Community Center Program Coordinator in Natrona Heights and is responsible for planning and implementing youth activities.

**Essential Job Functions**

1. Plans, organizes, recruits and supervises assigned programs. Accepts responsibility for results and maintains appropriate records.
2. Responsible for the instruction of Youth for fitness classes, fitness events and special events.
3. Assists the Program Coordinator in supervision of the use of facilities and equipment.
4. Maintains positive communications when dealing with program participants and guests, volunteers, and all other related groups.
5. Maintains certifications in CPR and First Aid.
6. Actively be responsible for all of the Youth in class, with an emphasis on safety and organization.
7. After class, help to put away the equipment and make sure all doors are locked.
8. Completes all other duties as assigned and enforces all policies and procedures.
9. Attends meetings as requested with all stake holders.
10. Ability to work with youth from diverse socio-economic backgrounds.

**Required Education/ Experience**

Must have GED or High School Diploma. Demonstrated knowledge and experience working with youth, aged 13-18. Must be computer literate. Must be able to obtain and maintain Act 33/34 and FBI clearances.

**WAGE:**

\$11.50/HOUR

Start Date: ASAP

End Date: June 30, 2019

Schedule: Monday- Thursday

3 P.M.-8 P.M.

Friday

1 P.M.-6 P.M.

Summer Schedule: Monday-Friday

1 P.M.-6 P.M.

The schedule is subject to change, based on the needs of the Center.

As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review, with regular full-time employment being contingent upon successful completion of a probationary period.

*Frank Aggazio*

Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY,  
ATTN: HR, 625 STANWIX STREET, 12<sup>th</sup> FL., PITTSBURGH, PA 15222 OR EMAILED TO: [jhoover@achsng.com](mailto:jhoover@achsng.com)  
AN EQUAL OPPORTUNITY EMPLOYER