



LUNDA COMMUNITY CENTER

Part-Time Hub Coordinator Position

With or without cooking responsibilities

Job Description for Hub Coordinator

The Hub Coordinator is responsible for creating a welcoming, active, and engaging environment for members of The Hub. This position plans and coordinates programs, activities, events, and opportunities that encourage social connection, wellness, learning, and community involvement for adults 55+.

The ideal candidate is friendly, organized, creative, and enjoys working with people. This position requires someone who can build relationships with members and community organizations to bring new and meaningful opportunities to The Hub.

Essential Duties

- Plan, organize, and coordinate programs and activities for The Hub based on member interests and community needs.
- Develop and coordinate special events, social activities, educational programs, and recreational opportunities.
- Work directly with Hub members to identify interests, gather feedback, and develop new programming ideas.
- Recruit and coordinate guest speakers, instructors, presenters, and community partners.
- Collaborate with outside organizations to bring additional services, educational opportunities, and activities to The Hub.
- Assist with planning and coordinating potlucks, social gatherings, celebrations, and other Hub events.
- Help promote Hub programs and events through flyers, newsletters, social media, email, and other communication methods.
- Maintain program calendars and assist with scheduling and event logistics.
- Coordinate room setup, supplies, equipment, and other details necessary for programs and events.
- Welcome members and guests and help create a friendly, inclusive, and enjoyable atmosphere.
- Assist with registration, attendance, and basic program records as needed.
- Perform other related duties as assigned.

Qualifications

- Previous experience in community programming, event planning, recreation, senior services, hospitality, education, or a related field preferred but not required.
- Strong interpersonal and communication skills.
- Ability to build relationships and work effectively with a diverse group of adults.
- Creative and enthusiastic approach to developing programs and events.
- Strong organizational skills and attention to detail.

- Ability to work independently and manage multiple projects and priorities.
- Comfortable communicating with community organizations, businesses, speakers, and volunteers.

Additional Cooking Responsibilities

For the Hub Coordinator position with cooking responsibilities:

- Previous cooking or food preparation experience preferred for the position with cooking responsibilities.
- Plan, prepare, and serve meals and snacks for approximately 15–35 people.
- Prepare a variety of meals and food offerings, which may include breakfasts, lunches, snacks, appetizers, desserts, and special-event meals.
- Assist with grocery and food supply planning and communicate purchasing needs.
- Maintain appropriate food preparation, storage, sanitation, and kitchen safety practices.
- Coordinate food preparation and timing to ensure meals and snacks are ready for scheduled programs and events.
- Assist with setup and cleanup of the kitchen.
- Monitor food inventory and communicate supply needs.
- Create an enjoyable and welcoming experience around food and social gatherings at The Hub.

Hub Coordinator – Without Cooking Responsibilities: Approximately **12-15 hours per week**.

Hub Coordinator – With Cooking Responsibilities: Approximately **15–25 hours per week**, depending on programming, events, and meal schedules.