

Activities Coordinator at The Oaks

The purpose of the Activity Coordinator position is to plan, implement, and evaluate all social programs for The Oaks at Menorah Park. These activities should meet the interest of the residents in all areas, including physical, mental, social, psychological, cultural, educational, and spiritual. Standards are to be set at the highest practical level to enable residents to perform at their highest level possible. This may be achieved by working with residents in groups, or as individuals.

HOURS: 10am - 4pm Monday - Friday

PAY: DOE

QUALIFICATIONS:

1. Sensitivity to senior adults and their needs.
2. Knowledge and field experience in a related area.
3. Ability to communicate well, both verbally and in writing.
4. Ability to motivate the residents.
5. Ability to prioritize responsibilities.
6. Creativity and innovation.
7. Flexibility to change programs as residents' needs change.
8. Ability to interact well with a wide range of people, including residents, staff, family members and visitors.
9. Ability to work within budget guidelines.
10. Ability to take direction and follow-through.
11. Respect confidentiality.

JOB KNOWLEDGE:

1. Excellent communication skills.
2. Good instructional skills.
3. Able to supervise efficiently.
4. Knowledge of purchasing techniques and usage of materials concerning activities.

PHYSICAL REQUIREMENTS

Occasionally will lift and carry equipment and supplies weighing up to 35 pounds. Occasionally will twist, stoop, bend, kneel, and squat while preparing and/or leading activities and while assisting residents in and out of The Oaks at Menorah Park vehicles. Will occasionally climb stairs. Frequently will reach at, above, or below shoulder height. Communicates orally and/or in writing with residents, co-workers, families, and the public.

ESSENTIAL FUNCTIONS:

1. Plan and implement an exciting, creative and interesting activity program age appropriate for residents of a retirement community.
2. Provide stimulating activities for residents, keeping in touch with their interests, skills and abilities.
3. Provide opportunity for individual activities based upon residents' interests and needs.
4. Provide outside community involvement opportunities for residents.
5. Promote wellness philosophy by centering on what a person is still able to do, and not what abilities are lost.
6. Ensure that all residents' personal rights are maintained and advocated.
7. Assess resident activity interests and needs, considering functional ability.
8. Coordinate activities and transportation for residents of The Oaks at Menorah Park.
9. Drive the Oaks at Menorah Park vehicles when necessary, using the car when appropriate.
10. Plan, implement, and coordinate family/resident special events.
11. Available to work weekends, evenings, and other hours as needed.
12. Attend all required meetings.
13. Ensure that department budget is adhered to.
14. Develop a monthly calendar one month in advance reflecting all programming and special events.
15. Develop a monthly newsletter for residents' enjoyment.
16. Decorate residence for holidays and special events.
17. Provide Director with written monthly report, including anticipated expenditures for proceeding month.
18. Maintains an environment of order and cleanliness.
19. Perform other appropriate duties as assigned by the Director.

Job Type: Part-time