

JOB DESCRIPTION

Job Title: Activities Director/Independent Living

Department: Activities

Job Summary

Responsible for planning and implementing social, recreational and educational activities for independent living residents, with a focus on wellness. Work closely in coordination with other departments, and assist them as part of a team effort. Stay current with market trends for CCRCs. Reports directly to Executive Director.

Education, Training, Licensing and Experience Required

Preferred minimum five years' experience in a senior care facility with knowledge of programming for independent living.

Working Conditions and Physical Demands

Flexible working hours based on activities scheduling, ability to handle multiple tasks simultaneously. Must be able to drive the vans and work evenings and weekends. Must be very personable and organized.

Primary Work Functions

Plan all activities based on interests and needs of the community using the Wellness Model as guide. Prepare monthly calendar for independent living. Prepare a monthly newsletter, due on or before the first of the month, in coordination with the resident newsletter committee. Coordinate with the marketing department on informing new prospects about our activities program, and coordinate with marketing on events. Attend all performances in the community by outside entertainers and develop a base of entertainment to be used for the future. Have knowledge of local theater groups and concerts. Manage the budget for activities. Inform the residents of daily activities on the information board and keep the bulletin board updated outside of the business center. Post sign-up sheets for events and coordinate schedule with receptionist. Act as hostess and server at activities functions, assisting with set-up and clean-up. Maintain the in-house channel with community information. Have a knowledge of photography and editing programs. Must be proficient in Microsoft Office, especially

Publisher and PowerPoint.

Other Job Responsibilities

Performs other duties as assigned.