



Position Announcement

TITLE: ACTIVITIES ASSISTANT- PART-TIME
LOCATION: The Tamalpais - 501 Via Casitas, Greenbrae, CA 94904
FLSA: Non-Exempt (32 hours/week)

DATE: June 30, 2017

SUMMARY:

Assists in planning, organizing and implementing programs and activities which encourage the social, emotional, mental, physical and spiritual development of residents as an integral part of their total care in accordance with the community's policies, procedures and regulations.

ESSENTIAL FUNCTIONS:

- Implements programs to meet the individual needs, interests and abilities of the residents, both on an individual basis and in group participation throughout the community.
- Assists in making provisions for materials and supplies. Maintains inventory of materials and supplies sufficient to complete activities as needed.
- Prepares and posts monthly calendar of activities. Communicates with residents and family members on an ongoing basis regarding activities and information.
- Assists with assessments and maintaining up-to-date records, plans, reports and evaluations of the program and resident participation and functioning.
- Sets up and breaks down furniture configurations, audiovisual and other activities related equipment.
- Assists with conducting activities and/or participates in activities while remaining engaged during the activity. Assists residents to and from their rooms to activities.
- Assist in scheduling and confirming locations and transportation for outings. Contacts and coordinates with outside vendors or groups as needed.
- Assists in providing direction to volunteers and vendors as directed by the Director of Activities.
- Recognizes and reports concerns regarding residents' physical, mental and/or emotional status to a member of Management Staff.
- Performs other work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge, understanding and sensitivity to issues related to an aging population. Basic knowledge of bereavement, grief and loss management theory and practice. Basic knowledge of exercise and other equipment used in activities. Strong interpersonal skills to communicate ideas and instructions to residents and staff. Discretion and sound judgment skills to determine the extent of a resident's ability to participate in activities. Good English written and verbal communication skills. Organizational and analytical skills to plan and complete work assignments with minimal supervision and within established deadlines. Ability to multi-task, plan, organize, and instruct others. Ability to chart goals, approach, and progress of residents. Ability to act with patience, tact and courtesy in dealing with residents, their families, staff and vendors under demanding and difficult conditions. Proficient with Microsoft Office suite of products (Word, Excel, Outlook) and the ability to quickly learn other software applications. Physical skills and ability to perform work that requires continual standing, walking, stooping, bending and lifting up to 50 lbs.

QUALIFICATIONS:

High school graduate or equivalent. Associate Arts degree in Recreation or related field preferred. Minimum of one (1) year recent experience in social or recreational program. Experience in aging or related services preferred.

SUPERVISORY RESPONSIBILITY: None.

APPLY TO: Director of Wellness and Enrichment or HR Manager by clicking [here](#).