# TITLE: Activities Assistant

**LAST REVISED: September 2, 2015**

# REPORTS TO: Director of Activities

**METHOD OF PAY: Hourly**

**PURPOSE OF POSITION:**

The primary purpose of the position is to assist in conducting and supervising resident group activities that are individualized to match the skills, abilities, and interests / preferences of each resident in accordance with current federal, state, and local standards, guidelines, and regulations that govern our facility, and as may be required by the Director of Activities.

**ROLE AND RESPONSIBILITY:**

* Assist Director of Activities in conducting and supervising group activities.
* Ensure residents are assisted to group activities as needed
* Assist the Director in conducting individual stimulation for bed/room bound residents. Individual stimulation is to be conducted per activity calendar. Ensure that supplies and equipment are available.
* Assist in the development of the activity calendar and monthly newsletter.

**KEY STRENGTHS AND REQUIREMNTS:**

* Must be able to push, pull, move, and/or lift a minimum of 50 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 10 feet.
* A minimum of 1 to 2 year’s relevant experience

**EDUCATION / EXPERIENCE:**

* High School diploma or equivalent
* Must be able to work weekends and holidays as needed.