

DECATUR HOUSE

An Assisted Living Residence

JOB DESCRIPTION

Job Title: **Activities Coordinator**

Reporting to: **Marketing and Communications Director**

Job Summary:

Assists with planning and coordinating all activities for Decatur House. Assists with creation of activity calendars and newsletters both printed and electronically for the community. Organizes and directs the activities program in accordance with all applicable federal, state and local standards, regulations and as further established by Decatur House.

Duties and Responsibilities

Programming:

1. Develop, coordinate, implement and maintain a balanced program of activity which incorporates, within the scope of the monthly calendar, the holistic principles structured on the improvement of each individual's spirit, mind and body.
2. Provide continued assessment of all recreation programs for resident appropriateness and effectiveness.
3. Coordinate outings including scheduling, safety, transportation and payments.
4. Participate in development of programs, policies and procedures. Identify problem areas and work with appropriate personnel to correct and improve them.
5. Participate in meetings including department head, safety, quality assurance and personal service plan as needed.
6. Assist with community special events as requested by the supervisor.

Communication and Customer Service

1. Maintain a consistent level of professionalism in all communications, oral and written, with residents, family members and staff.
2. Work closely with Marketing Director to share activities updates, ideas, and assessments on a regular basis via weekly meetings and email conversations.
3. Check and respond to activities@decaturhouse.com email account daily.
4. Provide weekly photos of activities to Marketing Dept. for social media and website

Equipment and Supplies:

1. Acquire/order equipment and supplies, decorations and materials necessary for all programs. Make recommendations to the supervisor for additional equipment and supplies needed.
2. Maintain inventory and records according to the established policies.
3. Assure all necessary equipment and supplies are available and working properly.

Administration:

1. Maintain accurate, up-to-date resident documentation.
2. Prepare professional documentation necessary to comply with state, federal and local regulations.
3. Review policies and procedures and update as necessary.
4. Maintain departmental compliance with the State licensing regulations.
5. Attend team meetings.
6. Participate in all community emergency and safety programs.
7. Attend monthly Residents' Meetings: report on activities; record and distribute minutes.
8. Deliver, collect, and distribute Decatur House mail, daily.

Qualifications:

- Work experience within the last five years, in a senior living setting.
- Experience in working with individuals with dementia.
- Must have excellent oral and written communications skills.
- Computer and email literacy.

Physical Requirements:

- Able to stoop, bend, climb stairs, reach at or below the shoulder.
- Lift and carry items weighing up to 50 pounds.
- Able to use occupied wheelchairs with weights up to 200 pounds.
- Able to operate a computer, and be familiar with kitchen appliances, copy machines, DVD and fax machine.

Job Description Acknowledgement

Every effort has been made to create a complete Job Description for your position. However, it in no way states or implies these are the only duties you will be required to perform. The omission of specific statements of duty does not exclude them from the Job Description if the work is similar, related, or is a logical assignment to the position.

I have read and understand this Job Description, fully understanding the requirements set therein. I accept the position as Activities Coordinator and shall perform the job functions using safe practices and in accordance with established policies and procedures.

I understand that the employment is at will and thereby understand that I or Decatur House may terminate my employment with or without notice.

Activities Coordinator

Date

Marketing Director

Date