



## **JOB DESCRIPTION**

### **Activity Assistant**

Department: Activities  
Supervisor: Activity Director  
Status: Non-exempt

### **Qualifications**

**EDUCATION:** High school diploma. Activity Coordinator's certificate beneficial.

**CONTINUING EDUCATION REQUIREMENT:** As assigned through Relias or in-service.

**WORK EXPERIENCE:** Preferred: 1-3 years prior experience as an Activity Assistant and/or other type of setting working with the elderly.

### **GENERAL JOB SUMMARY**

Conduct activities under the direction and supervision of the Activity Coordinator. Record required information concerning those activities.

### **DUTIES AND RESPONSIBILITIES**

1. Provide activities in a group setting or one-to-one to residents in either the health center or residential.
2. Record attendance at each activity as well as any other recordkeeping that may be required.
3. Be available as schedule requires to lead evening and weekend activities.
4. Assist with preparation of monthly calendar.
5. Encourage residents to attend a variety of activities according to their abilities, interests and needs.

Please understand that this Job Description is not intended to be an all-inclusive list of every task that you may perform, but a description of the minimal qualifications, essential functions, physical demands and abilities this job requires, with or without accommodation.