



REGENCY PARK

SENIOR LIVING COMMUNITY

Job Title: Activities Coordinator

Reports To: Executive Director

Job Summary:

The Activities Coordinator is responsible for planning, organizing, and executing engaging activities and programs for residents of an assisted living facility. This role aims to enhance the quality of life for residents by providing a variety of social, recreational, and therapeutic activities that promote physical, mental, and emotional well-being.

Key Responsibilities:

- 1. Program Planning and Development:**
 - Develop a diverse and engaging activities program that caters to the interests, needs, and abilities of residents.
 - Plan and schedule daily, weekly, and monthly activities, including arts and crafts, games, fitness classes, educational workshops, and social events.
 - Collaborate with residents, families, and staff to gather feedback and ideas for new activities and programs.
- 2. Activity Implementation:**
 - Lead and facilitate activities, ensuring they are enjoyable and accessible to all residents.
 - Coordinate logistics for activities, including setting up, managing supplies, and ensuring safety and inclusivity.
 - Supervise and engage with residents during activities, providing support and encouragement.
- 3. Resident Engagement and Support:**
 - Encourage resident participation in activities and foster a positive and inclusive environment.

- Provide individual support to residents who may need assistance or accommodations to participate fully.
 - Address any resident concerns or feedback related to activities and make necessary adjustments.
- 4. Staff and Volunteer Coordination:**
- Train and supervise activity staff and volunteers, ensuring they are prepared and equipped to assist with activities.
 - Schedule and coordinate volunteer involvement in activities, providing guidance and support as needed.
 - Foster a collaborative and supportive environment among staff and volunteers.
- 5. Documentation and Reporting:**
- Maintain accurate records of activity participation, including attendance and resident feedback.
 - Prepare reports on the effectiveness of activities, including resident engagement and satisfaction.
 - Document any incidents or issues that occur during activities and report them to the appropriate personnel.
- 6. Community and Outreach:**
- Develop and maintain relationships with local community organizations, businesses, and entertainment providers to enhance the activities program.
 - Organize and coordinate community outings, field trips, and special events that provide residents with additional social and recreational opportunities.
 - Promote activities and events to residents and families, ensuring clear communication and engagement.
- 7. Compliance and Safety:**
- Ensure that all activities comply with facility policies and health and safety regulations.
 - Conduct regular safety checks and risk assessments for activity areas and equipment.
 - Implement and enforce safety protocols to manage any risks associated with activities.
- 8. Continuous Improvement:**
- Evaluate the success of activities and programs regularly, seeking feedback from residents, families, and staff.
 - Stay informed about industry trends and best practices in recreational therapy and senior activities.
 - Implement improvements and innovations to enhance the activities program and better meet residents' needs.

Qualifications:

- Bachelor's or Associate's degree in Recreation Therapy, Social Work, Gerontology, or a related field (or equivalent experience).
- Proven experience (typically 2-4 years) in a similar role, preferably in an assisted living or senior care setting.
- Strong understanding of the physical, emotional, and social needs of older adults.

- Excellent organizational, communication, and interpersonal skills.
- Ability to plan and implement a wide range of activities and programs.
- Creative and enthusiastic approach to resident engagement and program development.
- Proficiency in using computer software for scheduling and documentation.
- Ability to work independently and as part of a team in a fast-paced environment.
- Full-time or part-time position with standard working hours; may require occasional evenings or weekends for special events.
- Active role involving physical activity, including setting up and leading activities, and interacting with residents.
- Office environment and activity areas, with potential exposure to varying levels of noise and physical activity.

Print Name

Date

Signature