



**Job Title: Activity Assistant**

**Location: Corcoran House Assisted Living Clinton, MA 01510**

**Hours: Per Diem**

**Job Summary:**

Leads assigned programs that are of interest and meaning to our residents in order to enhance their lives and exceed their active aging lifestyle expectations. Assists Activity Director in daily activities and duties.

**Duties and Responsibilities:**

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Leads assigned Activity programs which include but are not limited to exercise classes, word games, crafts, Bingo, group activities, etc
- Offers adequate and diversified recreational activities to residents with sufficient supervision for each activity.
- Assists in developing programs for residents including, if applicable, programs designed for residents confined to their rooms.
- Engages and motivates residents resulting in program participation.
- Informs residents of upcoming activities and maintains a current schedule of events posted visually and handed out for residents to see.
- Greets new residents making a special effort to include and engage them in activities and introduce them to others in the community with similar interests and backgrounds.
- Assists in planning parties and activities as well as decorating the community according to the season and/or holiday throughout the year as well as planning monthly birthday parties to honor residents.
- Reports any changes in Residents' condition immediately to the Activity Director
- Covers reception desk, when needed
- Assists Activity Director in enlisting the services of volunteers to aid the activities program.
- Keeps attendance and record of residents participating in given activities
- May perform other duties as assigned.
- Assists Activity Director on Field Trips
- Follows all procedures and protocols

**Minimum Qualifications:**

- High school diploma or general education degree (GED); three to six months related experience and/or training; or equivalent combination of education or experience acceptable.
- Able to write simple correspondence. Able to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Experience with Microsoft applications: Word Document, PowerPoint and Excel

**Physical Demands and Requirements:**

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand for long periods of time.
- Appearance is neat, clean, and according to dress code.

**If you are interested in applying or know someone to refer for the position please e-mail resume to Kelly Cronin at [KCronin@hallkeen.com](mailto:KCronin@hallkeen.com)**