



Job Title: Activity Assistant

Location: Heywood Wakefield Commons Gardner, MA 01440

Hours: Part Time

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.

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
- Offers adequate and diversified recreational activities to residents with sufficient supervision for each activity.
- Develops 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 on the bulletin board.
- 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 years as well as planning monthly birthday parties to honor residents.
- Covers reception desk, when needed
- Maintains records of all activities, resident participation levels and acceptance of each activity by residents as required by state law.
- Assists Activity Director in enlisting the services of volunteers to aid the activities program.
- May perform other duties as assigned

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.

Physical Demands:

- Physically able to move at least 40 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.

If you are interested in applying or know someone to refer for the position please e-mail resume to tmcmullen@hwcommons.com