



**Job Title: Activity Assistant**

**Location: Prospect House Revere, MA 02151**

**Hours: Per Diem vary every other weekend from 9 to 5 and several days during the week**

**Job Description:**

Provide active and passive, group and individual activities, which enhance the mental, physical spiritual and social needs of residents and allows residents to continue playing an active role in our residential community.

**Qualifications:**

Knowledge, Skills and Abilities: Knowledge of therapeutic recreational techniques. Ability to work independently or in groups. Candidate must be creative and motivational, have the ability to over see daily programming in the temporary absence of program director. Computer skills required and knowledge of calendar software. Job requires frequent bending, stretching, stooping and lifting. Great smile, ability to laugh and have experience working with elders. Willing to work weekends and some holidays is also required.

**Duties and Responsibilities:**

The responsibility of this part-time position will include but are not limited to the following:

1. Carries out preplanned activities, and create new programming of her choice with approval by Activities Director.
2. Responsible for preparation and clean up of supplies.
3. Accompany residents with an aid on outings monthly to prearranged locations.
4. Welcome new residents and introduce them to the activities of the community.
5. Assist other managers with any special functions for residents (i.e. Theme dinners or holiday decorating of community).

**To apply or refer a qualified applicant please send completed application and/or resume to Tammy Smith at [Tsmith@HallKeen.com](mailto:Tsmith@HallKeen.com)**