



**Job Title: Activity Assistant**

**Location: Windrose at Woburn Assisted Living Memory Care Woburn, MA 01801**

**Hours: Part Time**

**Job Summary:**

Windrose of Woburn is an Assisted Living Community dedicated to providing quality care and engagement to our residents diagnosed with dementia. The Engagement Assistant will provide and facilitate group and individual therapeutic activities under the following categories: cognitive, physical, emotional, spiritual and social.

The Assistant will support resident engagement in positive and healthy interactions which support active aging in our community. You will organize and implement activities. You will design programs to increase socialization, provide & schedule entertainment, promote physical activity and/or deliver continuing education. Typical duties of this position include selecting activities, handling logistics (such as choosing locations or booking guests/vendors/entertainers), and maintaining proper equipment, demonstrating activities and ensuring safety for participants. Programs are held inside and outside. Employees must work some evenings and weekends.

**Educational Requirements:**

Must be a high school graduate or have completed GED

Microsoft computer skills and be comfortable following and implementing computer programming according to activity schedule

Experience planning and hosting events. Music or athletics.

Bachelor's degree in parks and recreation, leisure studies or a related subject preferred. These programs include courses in management and supervision, administration and program development groups.

Prior volunteer or part-time work in the field may be an asset when applying for jobs.

**Certification Requirements:**

Candidates with Activity Professional certification are given a priority / those who are activity professional certified are at an advantage when applying for this position. (This certification requires a combination of education and experience.)

**Required Skills:**

Ability to communicate, keep order and enforce safety rules with large groups. Strong leadership, motivational and problem-solving skills to design and implement successful programs. A genuine interest in people and the ability to work well with those who have physical or mental limitations. Physical fitness to lead fitness-based activities.

**Qualifications:**

Knowledge, Skills and Abilities: Knowledge of therapeutic strategies and techniques. Candidate must be compassionate, creative, motivated and willing to “think outside the box.” Experience working with elders, preferred. The position requires frequent bending, stretching, and reaching, stooping and light lifting.

It is very important to have positive energy and ability to interact and maintain positive relationships with residents, co-workers, supervisors, families and visitors.

**Essential Job Functions:**

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

1. Facilitate and organization of preplanned activities.
2. Ability to work on one’s own initiative as well alongside peers.
3. Responsible for preparation and clean-up of supplies.
4. Accompany residents with other support staff on monthly outings to scheduled locations.
5. Facilitate our award-winning program to provide comfort during daily functioning transitions.
6. Assist Engagement Director with special functions for the community (holidays, resident birthdays and marketing events).
7. Complete assignments from supervisor as assigned.

**If you are interested in applying or know someone to refer for the position please e-mail resume to Linda Crowe at [Lcrowe@HallKeen.com](mailto:Lcrowe@HallKeen.com)**