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# Example of Activities Assistant Job Description

Our company is growing rapidly and is looking for an activities assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for activities assistant

* Completes all core and unit specific competencies on time
* Assists in delivering high quality health care services in a professional, compassionate, and courteous manner while respecting the dignity and individuality of each person who comes in contact with the organization by following the standards of excellence, standards of behavior, and the standards of professional appearance and conduct
* Assist with admissions and act as a back up to the Admissions Coordinator
* Assists in planning, scheduling and leading activities, exercises, special events and games for residents of an assisted living facility
* Responsible for driving the Community bus to take residents to medical appointments and shopping excursions
* Assist Community Life Director in expanding services
* Earn and have the ability to take paid sick leave
* Assist with the residents’ activity program as directed by the Activities Manger, including assigned programs (crafts, bingo, discussion, music group, ) May assist writing the monthly newsletter articles, purchasing approved activity supplies
* Keep residents informed of schedule programs and help with required documentation
* May be required to transport residents in a safe manner to activities and professional appointments within the guidelines established by the retirement community

## Qualifications for activities assistant

* Must be interested in working weekends
* Love of animals is a plus
* Registration as a Nurse Aide or Certified within 4 months of hire
* Minimum one (1) year job related experience preferred in senior living communities
* MUST BE AVAILABLE TO WORK TUESDAY - SATURDAY
* A bilingual candidate is preferred