



Example of Activities Assistant Job Description

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Our growing company is hiring for an activities assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for activities assistant

- Support other departments as part of the team
- Treat all residents with dignity and respect
- Contributes to resident's wellbeing by helping residents use equipment and supplies
- Prepares equipment and materials for planned activities and ensures the safety of residents in the activity
- Assists or leads the participants in group activities, such as an exercise class or art project
- Assists in planning programs for residents, which can help to provide socialization, relaxation and exercise
- Maintains communication and collaboration with the other staff to promote highest quality care
- Treats residents, family members, visitors, and team members with respect and dignity
- Assists in planning, scheduling and leading activities, exercises, special events and games for residents
- Planning hourly activities with resident

Qualifications for activities assistant

- Memory care experience preferred
- Ability to fluently read, write and speak English and French, preferred

- Must possess previous experience or demonstrated ability to meet the needs of the dependent and independent elders
- Must be able to follow oral and written directions and work as a team
- Must demonstrate good organizational skills