



JOB DESCRIPTION ACTIVITIES ASSISTANT

Reports to: Activities Director

Position Summary: The Activities Assistant is responsible for assisting with the day-to-day delivery of resident centered activities and programs for Spring Village at Stratford. Under the supervision of the Activities Director, the Activities Assistant will assist in the development and leading of the community's resident centered activities and volunteer programs and services for the community.

Core Competencies:

- Building customer loyalty
- Building trust
- Communication
- Contributing to team success
- Managing work (time management)
- Stress tolerance
- Technical / Professional knowledge

Experience and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed throughout this job description are representative of the knowledge, skills, and abilities required.

- One year job related experience preferred in senior living communities
- Ability to lead activities and motivate volunteers and fellow team members for the involvement in the social events and various scheduled social activities
- Ability to handle multiple priorities
- Possess written and verbal skills for effective communication
- Demonstrates good customer service skills

Essential Duties:

- Assists in maintaining a balanced resident centered activity program for the community
- Assists in preparing the activity calendar and newsletter with the coordination of immediate supervisor
- Conducts and/or assists with planned resident activities, programs, and services throughout the community
- Assists, invites, and encourages residents to participate in activities
- Assists residents to and from activity areas when necessary
- Works with volunteers and oversees their activities as needed
- Encourages positive resident relations

Interested parties can apply:

- In person at 6911 Main Street Stratford, CT 06614, or
- Call for an interview: 203-380-0006, or
- Email a resume to boc@springvillagestratford.com