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| Job Title: | Activities Co-ordinator |
| Reports To: | General Manager |

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| Job Summary: | To provide a high quality enrichment programme for facility residents through social and activity related programmes in order for residents to maintain and develop their fullest potential for independent living. |

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| Role Responsibilities: |
| * Monitor and be responsible for the activities budget. * Develop and maintain a resource file of instructors, entertainers, community liaisons, tours, cultural events, sporting events etc. * Plan and carry out special occasions to celebrate resident birthdays, anniversaries and holidays. * Publish monthly activities calendar. * Inform residents of daily events. * Schedule entertainment in facility. * Schedule tours and events for residents within community and surrounding geographical area. * Arrange films on a regular basis. * Schedule classes and speakers. * Provide exercise classes on a regular basis. * Develop resident committees to provide programme guidance and to make residents feel involved in the activities programme. * Survey and assess interests and needs of residents; develop an ongoing file. * Keep records of resident participation. * Be responsible for and change bulletin boards daily/weekly/monthly. * May be required to operate facility bus and to provide transportation for residents for activities and other scheduled events. * Maintain an enriching environment for the benefit of the residents. * Maximise resident participation in the programme. * Develop a positive relationship with community liaisons. * Pursue opportunities to expand and improve the programme. * Promote the programme to the residents and community. * Accommodate specific needs of groups or individuals. * Keep the management team informed on a weekly basis.   This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder. |

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| Person Specification: | | |
| Experience | Essential/Desirable | Assessment |
| Previous supervisory experience essential. | E | CV/Interview |
| Ability to direct, organise, co-ordinate, provide, facilitate, present or otherwise enable social and activity programmes for a senior population. | E | CV/Interview |
| Previous work with presenting, organising and providing recreational programmes and activities. | E | CV/Interview |
| Knowledge/Skills & Abilities |  |  |
| Organisation and the ability to meet time deadlines on an on-going basis with regard to organising activities | E | CV/Interview |
| Excellent IT skills required. | E | CV/Interview |
| Public relations skills. | D | CV/Interview |
| Ability to work as individual and part of a team, and to build strong working relationships. | D | CV/Interview |
| Ability to resolve complaints effectively and perform well in the role. | D | CV/Interview |
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| Values – I am fully committed to being:   * Caring * Supportive * Honest * Respectful * Accountable | | |

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| Agreement: | | | |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:** |  | **Date:** |  |