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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:**  |  |