

Responsibilities for Activity Director for an Internship/practicum at a Assisted Living Community:

Assist Life Enrichment Director with the following:

1. Develop and promote an Activity Program designed to promote the residents' active involvement with each other, thier families, staff, and the community while providing social,physical,intellectual and recreation activities in a planned,coordinated and structured manner.
2. Preparation,production,and distribution of monthly community calendar and newsletter.
3. Chaperone activities outside the community.
4. Maintain expenses within approved budget utilizing the the community spend down sheet.
5. Know and comply with Residents' Bil of ights, explained during orientation process.
6. Have inititive and creativity in designing and implimenting monthly activities, outings, special events.
7. Enjoys working with an active senior population.
8. Design and make monthly theme bullitin boards.
9. Enjoy leading activities

Work hours

Mon-Fri 9am-5pm May have some evening programs

Contact:

Gail Hornaday
Life Enrichment Dir.

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