

**Activity Director**

**Naperville Senior Center** is seeking an **Activity Director**

**POSITION SUMMARY:** Under the direction of the Executive Director, the Activity Director is responsible for the scheduling and directing the daily activities of Naperville Senior Center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Develops and implements activity programs that meet the individual and group needs of members, in conjunction with the Executive Director.
* Develops the monthly activity schedule.
* Supervises and Directs CNAs and Assistants in carrying out program activities, and regularly updates the Executive Director on personnel issues.
* Maintains accurate and up-to-date monthly notes, on a weekly/monthly basis.
* Develops member centered activity plans, which are an integral part of the Center’s interdisciplinary case plan.
* Plans and schedules activities and social events.
* Organizes and schedules outside/ancillary activity therapies.
* Certified in CPR and First Aide.
* Any other tasks assigned by supervisor.

**Will assume the following Program Director responsibilities as needed**

* In conjunction with the center’s professional staff, maintain internal quality assurance standards for on-site care.
* Oversees program safety and emergency evacuation process.

**Requirements/Qualifications:**

Academic qualifications in the area of: recreational therapy, music or art education or therapy, physical education or special education. Direct experience in Activities, with Bachelor’s Degree preferred. Experience in working with elderly or disabled adults. A strong commitment to promoting the well-being and health of others. Candidate will be able to lead groups and individuals in caring and enthusiastic manner. Able to communicate effectively with others.

Dementia Certification preferred. Certified Nursing Assistant Certification preferred.

Candidate must have a minimum of two years’ experience working with adults in a health care setting in a professional position. Must be familiar will Microsoft Word, Excel and Outlook. Unless otherwise agreed upon by employer, employee must have a valid drivers license. Furthermore, employee shall have use of a vehicle during working times and insurance as a driver of that automobile.

**EXPECTATION OF EMPLOYEE**

NSC is committed to Service Excellence, outstanding communication and exceeding the expectations of those we serve, including our Members, our referral sources, those who support our center and each other. At minimum, NSC expects each employee to maintain a positive, respectful attitude, to demonstrate flexible and efficient time management, while keeping current the necessary skills to work in our environment. Each employee is expected to maintain open, honest and appropriate confidential communications with all customer groups in order to foster an effective service environment.

**Language Skills**

* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
* Ability to write routine reports and correspondence.
* Ability to write and develop monthly activity calendar.
* Ability to speak effectively before groups of customers or employees of organization.

**AMERICANS WITH DISABILITY SPECIFICATIONS**

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must regularly lift and / or move 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.