

Springhouse

Senior Living Community

44 Allandale Street, Boston, MA 02130

617-522-0043

www.springhouseboston.org

Part-time Allen House Activity Coordinator

Springhouse Senior Living is seeking a part-time Activity Coordinator for Allen House, our memory care community.

Job Description

The part-time Activity Coordinator assists the Allen House Activity Coordinator in planning and implementing a diverse program of activities for residents in Springhouse's memory care community. The part-time Activity Coordinator may also assist the Therapeutic Program Director in planning special events throughout the year. The Activity Coordinator may be asked to run activities or share their specialized skills or talents in the Assisted Living and Independent Living Communities on occasion. This position requires high levels of organization and attention to detail.

Responsibilities

The part-time Activity Coordinator will work directly with the Allen House Activity Coordinator to carry out an exciting and varied schedule of activities including social, intellectual, physical fitness, creative, recreational and spiritual programs. Directing these programs on a daily basis by engaging the residents in groups and one-on-one are the main responsibilities of this position. The part-time Activity Coordinator must communicate well with residents, family members and staff of all levels.

Qualifications

We are looking for a vibrant and caring individual with high levels of energy and enthusiasm. Creativity, flexibility and innovative thinking are needed for this position, as is a genuine passion for working with elders with dementia. Qualified candidates must be able and willing to drive a 14 passenger van. Basic computer skills and knowledge of technology are necessary. Experience working with elders and/or persons with dementia is preferred.

Hours

Position is regularly scheduled for 16 hours a week on Fridays and Saturdays. Evenings/weekends and occasional holidays are required.

Reports To

Therapeutic Program Director

To apply, please send resume to Meredith Griffiths at mgriffiths@springhouseboston.org