



PEACHTREE HILLS PLACE®

AN ISAKSON LIVING COMMUNITY

JOB DESCRIPTION

TITLE: Events & Activities Coordinator

REPORTS TO: Executive Director of Assisted Living

GENERAL SUMMARY:

The Terraces at Peachtree Hills Place is seeking Events & Activities Coordinator. This position is responsible for the overall planning and implementation of a varied activity program designed to meet the physical, emotional, and spiritual needs of assisted living Members.

ESSENTIAL JOB DUTIES:

- , Reviews members' life stories to build a social program based on individual needs and interests.
- Coordinates and provides recreation activities including events, discussion groups, re-motivation therapy, sensory stimulation, cultural activities, religious services, special entertainment, outings, special events, and one-on-one visits.
- Coordinates Member Council and family meetings. Arranges special meetings for members and families to address special interests and provide educational opportunities.
- , Performs and directs the movement of members to and from recreational areas.
- Prepares and maintains pertinent medical records, reports, studies and schedules in accordance with state and federal regulations.
- , Purchases and inventories supplies and equipment. Inspects recreation equipment to determine repair and maintenance needs and cleanliness.
- Interprets and communicates the goals and objectives of the social program to staff, volunteers, relatives and the public.

- Directs volunteer activities, enlists their support and coordinates their efforts; provides training and supervision of volunteers.
- Maintains accurate documentation of members' progress and responses to programming.
- Coordinates activity services with other departments.
- Participates in the research, preparation and writing of recreation department budget, including supplies and equipment.
- Attends in-service training and education sessions, as assigned.
- Performs specific work duties and responsibilities assigned by supervisor.

QUALIFICATIONS:

- Experience in a social or recreational program within the last five years.

REQUIREMENTS:

- Must be able to work events from start to finish throughout the year which includes days, nights, weekends and holidays;
- Must have a professional demeanor and excellent verbal and written communication skills;
- Must be creative, detail-oriented, and capable of working on multiple projects simultaneously;
- Must have the confidence to make quick, logical decisions under pressure;
- Must be team-oriented as well as able to work independently;
- Must maintain solid and open communications with all operating departments;
- Must build and maintain good working relationships with preferred vendors and ensure adherence to function space policies, codes and regulations;
- Must have a thorough understanding of the complexity of events and the hours that go into successful planning and execution;
- Must attend all department meetings as necessary;
- Supervise support team and provide ongoing training and support as needed;

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Must be able to sit at a desk for up to 4 hours per day. Must be able to stoop, bend, stretch, and squat to access files and various documentation; must be able to lift up to 20 pounds frequently.