



Institute on Aging

Helping Bay Area Seniors Live Independently

POSITION DESCRIPTION

POSITION TITLE: Recreation Assistant, Swindells (Part-Time)

PRIMARY RESPONSIBILITY: Under the professional supervision of the Activity Coordinator (Swindells), the Recreation Assistant provides recreational programs for the frail elderly and participates in the direct care of the client.

REPORTING RESPONSIBILITY: Supervision of the Activity Director or Activity Coordinator

SUPERVISE: None

EXEMPT STATUS: Overtime Non-exempt

WORKING PATTERN: Approximately 80% FTE (32.5 hours per week; 6.5 hours / day, Monday – Friday)

UNION STATUS: Non Union

PHYSICAL REQUIREMENTS:

- Ability to lift up to 50 lbs.
- Ability to reach, bend and walk
- Five finger manipulation
- Ability to comprehend complex materials
- Ability to speak English clearly
- Must be at least 18 years of age

ESSENTIAL JOB FUNCTIONS:

1. Builds within the program a sense of community and a warm social atmosphere in which the participants are able to identify a support system

2. Assists in planning, preparation and leading large and small group activities which include but are not limited to exercises, news, discussions, creative and expressive arts including music, crafts, etc.
3. Updates all monthly bulletin boards and calendars in such ways to be appropriate and interesting to the participants
4. Encourages isolated participants through one-on-one interactions
5. Assists with all general activities at the Center such as greeting participants, one-on-one personal care for clients (toileting, meal set-up, clean-up, transportation)
6. Assists in monthly activity calendar plan development
7. Appropriately work with people having mild to severe dementia
8. Provides language translation if bilingual
9. All other reasonably related jobs as assigned

EDUCATION:

High school diploma preferred.

BACKGROUND AND EXPERIENCE:

1. Experience and interest in working with elderly and understanding of the psycho-social problems of aging
2. Interest and ability to work as part of an interdisciplinary team
3. Ability to conscientiously follow directions
4. Interest and willingness to work in a multilingual, multicultural environment
5. Stability, maturity, imagination, and flexibility in work
6. Ability to work with volunteers
7. Fluency in a second language helpful
8. Computer literacy preferred

Institute on Aging reserves the right to revise job descriptions or work hours as required.

Print Name: _____

Signature: _____

Date: _____