



JOB DESCRIPTION

POSITION:	Activities Coordinator
REPORTS TO:	Activities Director
NATURE AND SCOPE:	The Activities Coordinator is responsible for developing and facilitating recreational groups and programs which meet the social, emotional, cognitive, and physical needs of the participants.
PRINCIPAL RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Assist Activity Director with scheduled group activities throughout the day. 2. Oversee C.N.A. and volunteers to ensure clients are remaining active. 3. Developing groups and programs in consideration of the needs, abilities, and interests of the participants. The provision of programs shall offer a variety of formats including small group, one on one, and large group and take into consideration the multi-generational population in the program. 4. To research new ideas for programs and activities, taking into consideration participants' suggestions. 5. Initiating and planning the monthly calendar in conjunction with the Activities Director as well as communicating effectively with the Center Manager to initiate daily programs and activities. 6. Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, co-workers and supervisors. 7. Any other tasks pertaining to the general functions of supervising the daycare as deemed necessary by the Foundation Director.

MINIMUM QUALIFICATIONS:	<ol style="list-style-type: none"> 1. High School Required. Preferred: CNA, Bachelors Degree, or 2-years work experience 2. Must be responsible and self-managed 3. Good oral and written communication skills. 4. Must pass Level II background prior to hire.
WORK SCHEDULE:	Hours of operation are Mon.–Fri. 8:00 a.m.-4:00 p.m. This is a full-time position. Work hours may be established by the Executive Director. Some weekends and evenings needed for grant presentations and fundraising events.
PROBATION PERIOD:	The first three months with the Brevard Alzheimer’s Foundation is an introductory period. During that time, the Office Coordinator will be evaluated by the Operations Director / Executive Director to ensure that he/she fulfills the requirements for the position. Either party may mutually terminate this contract at that time.
CHAIN OF COMMAND:	Activities Director > Center Manager > Director of Operations > Executive Director > Executive Committee Board of Directors
I have read and understand the above job description. I understand that abuse, neglect or exploitation of any Adult Daycare Program participant will be grounds for immediate dismissal.	
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	<hr/> <hr/> <div style="display: flex; justify-content: space-between;"> Executive Director Signature Date </div>
<i>All eligibility requirements for employment are applied to applicants without regard to race, color, national origin, sex, age, and religion or handicap disabilities.</i>	