

ASBURY POINTE
JOB DESCRIPTION

JOB TITLE: Recreation Assistant TEMPORARY

DEPARTMENT: Cultural Arts

WORK AREA: Building

I. JOB SUMMARY:

Under the direction of the Cultural Arts Manager, assist in the development and implementation of stimulating recreation and wellness programs encompassing physical, intellectual, social, emotional, and spiritual activities.

II. ESSENTIAL COMPETENCIES:

1. Assist in the plans and schedules of the department while facilitating regular programs that provide enjoyable and challenging activities as directed.
2. Encourages residents to attend the events and build enthusiasm for the programs.
3. Direct residents to share their opinions and ideas for events and activities.
4. Take photos at events and present yearly scrapbook.
5. Responsible for safety of residents under their supervision. Complies with safety regulations and policies.
6. Provide residents with the opportunity to fulfill their needs in the social, psychological, intellectual, physical, spiritual, and leisure areas for the enhancement of dignity, self-respect, and self-reliance.
7. Responsible for the care and organization of supplies.
8. Maintains recreational equipment and supplies.
9. Assists in correspondence with residents and entertainment.
10. Maintains confidentiality of all pertinent facility, staff, and resident information.
11. Attends and participates in in-service education classes and on-the-job training programs as required.

III. OTHER RELATED COMPETENCIES:

1. All other duties may be assigned by the Cultural Arts Manger.
2. Follows all established safety procedures and precautions.

IV. WORKING CONDITIONS:

Standing, walking, ascending/descending stairs, full range of motion, ability to lift/carry weight up to 50 lbs, corrected vision, hearing aids, and sense of touch. Verbal and written communication skills of the English language are necessary to communicate and work effectively with various levels of staff, residents, family members, and the public. Must be able to operate car and large van. Must have a clean NYS driver's license.

V. REQUIRED PERSONAL QUALIFICATIONS:

Demonstrates an interest in working with a senior population. Demonstrates a warm and outgoing personality. Must work flexible hours including evening and weekends.

VI. ADDITIONAL PERSONAL QUALIFICATIONS:

- a. Computer skills
- b. Cash handling
- c. Artistic abilities
- d. Teaching abilities
- e. Physical fitness knowledge
- f. Technically savvy

Welcome to Asbury Pointe! We are an independent living facility for senior citizens located in Getzville, NY (walking distance from UB North Campus). Our non-for-profit organization provides caring support to aging individuals along with stimulating activities daily.

The Cultural Arts department provides of stimulating recreation and wellness programs encompassing physical, intellectual, social, emotional, and spiritual activities. Residents have the opportunity to participate in many activities each day. The department is looking for someone who has compassion, a good sense of humor, time management skills, and scheduling flexibility.

Temporary, part-time, possible evenings and weekends
\$15.80

Example tasks of the position are:

- Decorating for holidays
- Supporting live intellectual and musical entertainment
- Performing wellness classes
- Preparing for events, activities, and classes
- Material inventory; organizing decorations, supplies, and games
- Serving beverages at evening events
- Working on yearly scrapbook
- Hosting games like Name that Tune, Wordle, or outside yard games
- Collecting feedback from events and activities
- Attending live performances at the BPO or other theatres
- Taking residents to shopping plazas or fieldtrips

Perks of the recreational assistant position:

- Building resume skills
- Meal provided each shift from the dining department
- Flexible scheduling