

Activities Coordinator

LifePath

Local non-profit agency specializing in serving older adults looking for part-time (20-25 hours/week) and per diem Activities Coordinators; Days and hours may vary depending on program need. The Activities Coordinator works as a member of a team and is responsible for providing our Adult Day Program guests with a safe and stimulating environment and an enjoyable experience.

Job Description

- Plan and execute daily programs and activities and calendar planning
- Assist guests with activities of daily living (ADLs)
- Interact with the guests in a friendly and positive manner
- Assist with completion of necessary program documentation
- Actively work to help create a friendly, professional and positive work environment
- Perform all other duties as requested by Program Manager

Qualifications

- High School Diploma required, some college preferred
- Clean driver's license, own transportation a plus
- CNA or PCA highly desired
- Must have or be able to attain First Aid and CPR Certification
- Must be flexible and able to function in a fast-paced environment
- Experience working with older adults preferred
- Patience and kind nature a must; sense of humor beneficial
- Basic computer skills

Interested applicants should send resume to:

Jenn Perkins, Day Program Manager
jperkins@seniorservicesofalbany.com (e-mail communication preferred)

Mailing address:

Jenn Perkins
LifePath Cohoes Companions
10 Cayuga Plaza
Cohoes, NY 12047