

JOB DESCRIPTION

**Full Time Position (40 hours per week) for:
Activity Director/Receptionist for The Cottages at Woodland Terrace**

Reports to: Executive Director

Philosophy of CR, LLC: Cottages Resources, LLC is dedicated to providing care and services to mature adults in a home-like residential environment. It is our goal to nurture the spirit, protect privacy, foster individuality, and enable freedom of choice, while encouraging independence, and preserving dignity. We are committed to continuous staff training and educational programs ensuring our residents always receive personalized care and attention.

Qualifications/Skills Needed: The candidate must hold a high school diploma or GED. Preferred candidates must have at least 2 years older adult experience. Must be able to network with the local community and recruit volunteers. Must be organized and able to plan, schedule and execute community activities. Needs a positive attitude, patience, listening skills and, in general, be a “people person”. Basic computer skills are required, but specifically must be proficient using Publisher. Must be able to lift 25 pounds.

Duties include, but are not limited to:

- To plan and execute activities for the residents of Assisted Living and Independent Living. Activities should meet the physical, mental, psychosocial, and spiritual needs of the residents.
- To network within the local community.
- To market the community in partnership with the Executive Director
- To assist the Executive Director with administrative duties as needed, such as mass copying duties, updating community directory, keeping all paperwork for new residents and employees ready and on hand, keeping marketing collateral together and ready to be distributed.
- To assist the Executive Director and Food Services Manager at Woodland Terrace with planning for special events for the community, such as open houses, special community events, holiday events, etc.
- To plan and publish monthly calendar of events.
- To oversee and participate with residents in on-site activities and accompany them on any off-campus community activities.
- To compose, print, collate and distribute a monthly newsletter.
- To report any changes noted in resident conditions/behavior involving activities or interpersonal relationships.
- To order office supplies
- Answers all incoming calls and greets visitors upon entry to Main Cottage.