

Aster Aging, Inc.
Job Description: Activity Director – Discovery Point

Overview: Plan, schedule and implement activities and services for Discovery Point residents and integrate them into the programs and services offered by Aster Aging, Inc. The Activity Director will work collaboratively with the Discovery Point Executive Director and staff. Coordinate transportation services and supervise transportation staff.

Major Duties:

- Plan, develop, schedule and implement a variety of socialization, educational, and recreational activities and programs for Discovery Point residents. This includes coordinating with Aster staff to encourage participation in the senior center activities.
- Coordinate with outside agencies and businesses to bring appropriate health and social services to Discovery Point.
- Supervise drivers and coordinate the scheduled transportation system. Educate and assist residents with enrollment in other transportation options available within the community.
- Serve as fill-in driver when needed to ensure transportation system services meet residents needs
- Work with Discovery Point Executive Director to ensure coordination of ongoing programs and facility operations.
- Develop a monthly calendar of events. Publish the Discovery Point Retirement Community Newsletter. Create internal promotional materials and interact with residents informally to generate interest in programs and services available.
- Collect data, maintain confidential records and submits required reports within designated time frames.
- Responsible for activity department budget each month; create a monthly expense report in accordance with Discovery Point policies.
- Attend required Aster and Discovery Point staff meetings. Act as a liaison between the two organizations, maintaining open lines of communication with both organizations.
- Other duties as needed as appropriately assigned.

Qualifications:

- Bachelor's Degree in recreation or related field is preferred. Three years of work experience developing and coordinating activities for older adults may substitute for educational background.
- Two years of work experience in a human service field, basic understanding of the needs and problems of older adults and experience that demonstrates ability to work effectively with older adults is preferred.
- Demonstrated effective written and oral communication skills. Computer literacy is required.
- Effective interpersonal skills and ability to encourage teamwork. Multi-cultural sensitivity and ability to work effectively with diverse community members.

Requirements:

- Ability to lift and carry objects weighing up to 35 pounds unassisted. Able to stand, sit, bend and twist.
- Possess or have the ability to obtain CPR and First Aid certification. Must possess or be able to obtain a food handler's card.
- Possess valid AZ driver's license and reliable vehicle to use in the performance of job. Ability to obtain a Level 1 Fingerprint Clearance Card and comply with Aster's background check policy.

Responsible to: Program Operations Director

Status/Hours: Full-time, exempt position. Primarily weekday office hours, with occasional evening and weekend events.

Primary Worksite: Discovery Point Retirement Community

Equal Opportunity Employer



**Job Opening Announcement
July 2020**

Activities Director – Discovery Point

This position is based in Mesa, Arizona

Aster Aging, Inc. empowers and supports older adults and their families. Our non-profit organization provides a dynamic and diverse continuum of opportunities for older adults to remain healthy, independent and connected to the community. Our core programs include Center-based Services, Meals on Wheels, In-Home Support, and Outreach / Social Services.

We are currently recruiting for an Activities Director. This position will provide team leadership of activities at our Discovery Point location, within the scope of Aster's vision, mission and goals. The Activities Director will plan schedule, and implement activities and services for Discovery Point residents and integrate them in to the programs and services offered by Aster Aging. The Activity Director will work collaboratively with the Discovery Point Executive Director and staff. Coordinate transportation services and supervise transportation staff.

Full-time (40 hours /week)
Competitive salary and benefits package

Requirements include Bachelor's Degree in recreation or related field is preferred. Three years of work experience developing and coordinating activities for older adults may substitute. Demonstrated effective written and oral communication. Effective interpersonal skills and ability to encourage teamwork. Nonprofit experience preferred.

Please refer to the Job Description for additional information.

Interested applicants are encouraged to submit their resumes and salary expectations to:

Allie Montes, Human Resources
Aster Aging, Inc.
45 West University Drive, Mesa, Arizona 85201
Phone: 480-964-9014, Fax: 480-898-7306, hr@asteraz.org
www.asteraz.org

Position is considered open until filled.

Equal Opportunity Employer.