



Wyandot County Council on Aging, Inc.

Job Description

Title: Activity Aide

Reports to: Assistant Director/Activities Director

Direct Reports: 0 **Indirect Reports:** 0

FLSA Status: Nonexempt

SUMMARY: The Activity Aide is responsible for assisting with the planning and implementation of activities for the clients of WCCOA. The employee helps design programs to encourage socialization, provide entertainment, relaxation and fulfillment, and improve daily living skills. Works on projects/matters of limited complexity in a support role.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Regular and dependable on-site attendance
- Assists in supervising the work of participants with activity projects and programs
- Helps in supervising activity classes when needed
- Assists in implementing successful money making projects for the WCCOA
- Keeps accurate files and records of work conducted and develop reports as required
- Performs various duties as assigned by the Assistant Director
- Researches and implements woodworking and art ideas
- Helps plan and facilitate daily, weekly, and monthly events to encourage socialization, relaxation and recreation
- Keeps records regarding event planning resources, participant interest, and other notable information such as injuries or behavioral incidents
- Assists with the logistics of events
- Observes participants at events to gauge their enjoyment and obtain feedback to improve events
- Reports medical concerns or observations to the Assistant Director as needed
- Prepares area for type of activity as needed
- Maintains supplies and equipment for activities
- Follows all safety guidelines to ensure minimal chance of an accident or incident

ESSENTIAL WORK SKILLS REQUIRED:

- Must have and keep current CPR and first aid certifications
- Must have the ability to work well with handicapped or elderly persons
- Must be able to establish and maintain effective relationships with those contacted in the course of work
- Must be able to identify and anticipate problems and take effective course of action
- Must be willing to be involved and interactive with the general public
- Must possess effective written and verbal communication skills
- Must possess an intermediate skill level with computers and Microsoft Office Suite
- Must be detail oriented, have great organizational skills and have the ability to juggle multiple projects simultaneously and maintain superb accuracy
- Must possess a warm, outgoing personality and have patience and compassion for the elderly
- Must be able to maintain a positive, team oriented relationship with all employees and departments
- Must have the ability and willingness to accept direction from supervisors and be adaptable to change
- Must possess the ability to be self-motivated
- Must possess good listening skills and good written and verbal communication skills
- Must be able to interact with other county and partnering agencies and personnel on behalf of our clients and agency as needed
- Must be able to maintain confidentiality of organization information and other generally private information that is exposed while performing the essential job duties
- Must be able to develop an awareness of elders' needs both expressed and/or observed

WORK ENVIRONMENT:

This position operates throughout Wyandot County. The employee will use common office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines. The employee may be exposed to cold, hot and wet weather.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. Using close vision and adjusting focus for reading and writing is required. The position is a majority of the time standing and walking. On occasion the employee may have to ascend and descend stairs. The employee is frequently required to stand; sit; walk; handle or feel; and reach with hands and arms. This position regularly requires the ability to lift and carry 20 pounds. On rare occasions the employee may be required to lift and carry items weighing up to 40 pounds.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a part time position and normal days of work are Monday through Friday. The usual work hours will fall between 8 AM to 4 PM. The schedule may fluctuate to meet the needs of the organization.

EDUCATION AND EXPERIENCE:

High school diploma or GED equivalent is required. Previous clerical experience or event planning experience is preferred.

OTHER REQUIREMENTS:

- Must be eligible to work in the United States
- Must be able to pass background check, pass drug and alcohol testing
- Must have a current driver’s license, clean driving record and current vehicle insurance
- Must adhere to policies in Employee Handbook
- Must possess advanced customer service skills
- Must maintain good personal hygiene
- Must help to maintain a safe working environment
- Must work as part of our team to ensure customer satisfaction

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

ACKNOWLEDGEMENT:

I have read and understand the job description for the position I am being offered. I am also acknowledging that I am able to perform all the essential functions of the job and I meet all the requirements.

I also understand that this job description may be added to, amended or rescinded by Wyandot County Council on Aging, Inc. at any time. Additionally, I understand that this job description is provided for informational purposes and is neither an implicit or explicit agreement of employment or continuing employment. If I have any questions regarding the responsibilities or expectations of my job, I will discuss them with my supervisor.

I further understand that my duties may change on a temporary or regular basis according to the needs of the Wyandot County Council on Aging, Inc. without it being specifically included in the position description.

Printed Name

Date

Signature