Life Enrichment Director

Job Description:

Life Enrichment Director
Job ID: 571
Location: Lynnwood, Wa

The Life Enrichment Director is responsible for developing and coordinating a successful activities and volunteer program. The Life Enrichment Director will assess resident interests, plan and manage resources to support activity program needs.

Knowledge, Skills, and Abilities:

- Bachelor degree or equivalent preferred
- Clear purpose of creating fun
- Award winning events
- Impeccable style and flair
- Timeliness and organization
- Vision and creativity
- A love for seniors
- Experience with volunteer recruitment and coordination,
- Can do attitude
- At least one-year experience in long term care services. Assisted Living preferred
- Caring and compassionate attitude
- Good organizational skills
- Ability to use the computer for calendar preparation
- Food handler’s permit
- Valid commercial driver’s license
- Home Health Care Aid or CNA a plus
- Valid CPR and First Aid

Areas of Responsibility:

- Develop and coordinate in-house activities, community events and entertainment programs
- Prepare monthly activity calendar
- Develop annual activities budget
- Assist Marketing Director in the development and coordination of marketing and community relation events
- Coordinate and oversee all volunteer participation in the community
- Participate in monthly resident meeting
- Drive the vehicles whenever needed and supervise resident outings
- Maintain a professional and caring attitude toward residents
- Other duties as assigned by the Manager
- Help in the production of the facility Newsletter
- Responsible for transportation coordination and staffing

Reports to the Executive Director

Hourly/Supervisory/Non-Exempt