



---

## ACTIVITIES ASSISTANT JOB DESCRIPTION

Position Title: Activities Assistant

Supervisor: Activities Director

Job Summary: Volunteers assist the Activities staff with various programs for residents of Heritage Manor Nursing Home, The Longview Assisted Living Residence, Hillcrest Residence, or Christian Health Care Adult Day Services of Wayne and Wyckoff.

Duties:

- Transport residents to and from activity programs, including bingo, worship services, and sports games.
- Assist staff during special activities programs for residents, such as candlelight luncheons, monthly birthday parties, Communion, and Mass.
- Assist staff with serving meals to residents.
- Assist staff on off-site trips with residents.

Requirements: Complete volunteer application and self-learn orientation program and have annual Mantoux test.

Qualifications: Patience, compassion, flexibility, and good listening skills are required. Volunteers should feel comfortable interacting with elderly residents and work toward a goal of mutual respect, understanding, and friendly interaction. Volunteer must be able to put the residents' interests first. Being well-grounded and possessing good common sense are important.

Time Commitment: Minimum of one to four hours per week is required.

Risks: Standard precautions should be practiced whenever there is a risk of infection. You will be notified of specific precautions when necessary.

I have read the job description for the Activities Assistant position and understand and accept all that the job requires.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_