

RiverPointe of Littleton: Job opportunity

5225 S. Prince Street

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Activities Assistant

RiverPointe Independent Community of Littleton has an immediate opening for a Part-time Activities Department Assistant. The right candidate for the position would ideally transition into a salaried position as Director of Resident services.

Activities Assistant Job description:

We are looking for a positive, creative, compassionate Activities Assistant who will partner and work well with our current Director of Resident Services. The Activities Assistant will help with daily, weekly and monthly scheduled events both in-house and outside the RiverPointe community.

Activities Assistant Responsibilities:

The Activities Assistant will work closely with current Resident Service Director, learning scheduling trends, managing the monthly calendar, producing signage, the calendar and communication regarding the monthly schedule. Using Publisher and word computer programs to create and update daily signage. The expectations for the work week of the Activities Assistant is 20 hours per week, mostly Monday -Friday normal business hours with the flexibility to work 2-3 times per month during evening activities that may be scheduled as well as (very occasionally) a weekend activity that may be scheduled.

- Planning and facilitating daily, weekly, and monthly events to encourage socialization, a sense of purpose and fulfillment.
- Adhering to and enforcing all safety procedures.
- Knowledge of or ability to learn technology that us currently being used at RiverPointe as well as new technology that may be introduced in the future.

Activities Assistant Requirements:

- High School Diploma
- Developed word/grammar skills