



City of Pittsfield *Job Description*

Position Title:	Activity Leader	Grade Level:	72
Department:	Council on Aging - Supportive Day Program	Union/Non-Union:	Non-Union
Reports to:	Supportive Day Coordinator	Date Prepared:	11/2007

Job purpose

The successful candidate is expected to aid in providing services to seniors, and furthermore communicate with the public, patrons, and COA staff in a professional and courteous manner.

Duties and responsibilities

1. Greets program participants; assists those requiring assistance walking and exiting transportation; takes attendance; maintains participant sign in book and daily participant progress notes
2. Creation and advance planning of monthly programs including crafts and activities
3. Assist those with mobility limitations as a guide, and assists individuals in wheelchairs
4. Implement planned recreational therapy through setting-up and carrying out planned games and activities. Direct care with hygiene, bathroom use, and other daily living skills
5. Set-up of room space, moving tables, chairs, adaptive equipment, serving daily refreshments and clean-up
6. Interact with participants by discussing current events, projects and solving problems; be attentive to participant needs, encouraging participants, and accompanying them on outings
7. Fill in for van drivers when circumstances warrant the occasional need
8. Will participate in discussion with other staff members and supervisor, staff meetings, and assists in the reviews of clients
9. Requires compliance with Council On Aging/Senior Day Program requirements and practices, including elders right to privacy
10. Performs other duties as assigned

Qualifications

1. High school diploma or equivalent
2. Valid Massachusetts driver's license, and ability to obtain a valid Class B Driver's License
3. Experience working with elderly population
4. Excellent interpersonal skills; Ability to deal efficiently and effectively with the public and other employees.
5. Ability to effectively present information in one on one and small group situations to customers, clients, and other employees of the organization.
6. Ability to work independently and in cooperation with other employees; possess a willingness to learn and to problem-solve.

Working conditions

Worked is performed at the City of Pittsfield's Council on Aging, a dynamic municipal building consisting of heavy foot traffic from employees, clients, and public. The noise level in the work environment is usually moderate.

Physical requirements

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reaching with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move more than 20lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Direct reports

None

Approved by:	<i>Michael J. Taylor</i>
Date approved:	<i>11/2007</i>
Reviewed:	<i>08/2018</i>