ROBERT SMITH

Associate Activities Coordinator

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SUMMARY

Coordinate intergenerational activities and activities for adult daycare participants in collaboration with other staff.

CORE COMPETENCIES

Microsoft Office, Organisational skills.

PROFESSIONAL EXPERIENCE

Associate Activities Coordinator

ABC Corporation - 2009 – 2012

Key Deliverables:

- Directed and coordinated activities that would engage residents with all levels of Dementia.
- Set up life skill stations, memory boxes, and sensory-based activities.
- Created monthly calendars bases on the PIES of activities.
- Established new resident activity assessments and updated semi-annual/annual to ensure still appropriate following state SDCP guidelines.
- Examined monthly expenditures to ensure programming activities were within budget.
- Established relationships and support with family members and community for activity involvement.
- Designed work schedules, assigned and evaluated staff on daily performance.

Activities Coordinator

Delta Corporation - 2005 – 2009

Key Deliverables:

- Lead activities with elderly residents, organize volunteers, trips out into the community, recruit entertainment Accomplishments learn how to involve .
- Responsible for all scheduling, planning, budgeting and implementation of events of the residents of the Woodlands - a 77 bed assisted living .
- Plan bi-monthly events both on and off campus Set up in-event activities such as "Pin the tail on the Cat" and touch football.
- for 92 bed skilled nursing facility.
- State required documentation.
- Implemented and created new venues to involve Residents families and Community.
- Lead recreational activities with both children and adults.

EDUCATION

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