



POSITION TITLE:	Resident Programs Director	DEPARTMENT:	Activities/Lifestyles
FLSA:	Exempt	SUPERVISOR:	Executive Director
SUPERVISES:	Transportation & Lifestyle Assts.	Revised:	May 2021

POSITION SUMMARY

The Resident Program Director is responsible for the development and oversight of resident services, including planning and coordinating opportunities for residents that promote a level of health, well-being, engagement and growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Plans, schedules, and conducts resident/member programs that provide physical, intellectual, social, emotional and spiritual opportunities for the residents.
- Coordinates internal and external opportunities for residents/members to enhance their physical and psychosocial well-being.
- Plans appropriate programs for holidays and special events.
- Manages and coordinates holiday decorations for the community.
- Recruits and develops additional resources for services to the residents/members. Initiates correspondence including public relations communications with outside organizations, service groups and volunteers.
- Advises and motivates residents regarding appropriate individual and group activities based on resident interests and opportunities for growth.
- Designs, implements, and oversees the transportation program.
- Prepares and organizes a calendar of events. Submits the calendar to the Executive Director for final approval. Posts and distributes the calendar.
- Develops and prints the community newsletter. Submits the newsletter to the Executive Director for final approval.
- Meets with new residents to introduce the program.
- Provides ongoing communication with residents and, as necessary, family members.
- Provides leadership of wellness program.
- Coordinates the community library.
- Purchases and maintains equipment and supplies in accordance with budgetary guidelines.
- Prepares preliminary draft of Lifestyle/Activities Operating Budget.
- Organizes and supervises a volunteer staff.
- Addresses resident groups and other groups on subjects of common interest.
- Maintains a database and prepares reports on resident assessments, participation, and satisfaction.

- Meets routinely with Executive Director, Healthcare Administrator, Social Services and Lifestyle Assistants to review operational issues, set goals, and provide updates on individual resident participation.
- Supervises staff of Activity Coordinators/Assistants across the multiple levels of service in a retirement community.
- Provides orientation to the Lifestyle Department for all new staff.
- Participates in community in-services.
- Participates on the **Continuous Improvement Team**.
- Provides informational talks as required by the Director of Marketing.
- Interacts with residents, guests, and team members in an atmosphere of hospitality.
- Protects the privacy of the resident when communicating oral and written information.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- The Resident Programs Director supervises the transportation department and Lifestyle Coordinators and Assistants in all levels of care at the community.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Educational Requirements and Experience:

- Minimum Associate's degree (A.A.) or equivalent from two-year college or technical school.
- One to three years' related experience and/or training; or equivalent combination of education and experience.
- Additional educational requirements for providing services in a Licensed Nursing Home or a bachelor's degree in Sociology or Recreational Therapy, or an Activity Director Certification.

Knowledge, Skills and Abilities:

- Language Ability:
 - Ability to communicate effectively in writing and speaking the primary language of the residents.
 - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
 - Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Mathematical Skills:
 - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.
- Cognitive Demands:
 - Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills:
 - Ability to use Microsoft Windows. Ability to use software to design calendars and signs. Ability to use the Internet.

- Competencies (Example):
 - Ability to operate a car/truck and maintain a valid driver's license. Ability to operate general office equipment.

ENVIRONMENTAL ADAPTABILITY

- Works primarily indoors in a climate-controlled setting
- Possible exposure to unpleasant odors
- Possible exposure to chemicals as identified in the MSDS Manual.
- Continuous exposure to residents who are ill, confused, irritable and irrational.

PHYSICAL REQUIREMENTS

The physical demands described below are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How much on-the-job time is spent in the following physical activities?
Show the amount of time by checking the appropriate boxes below.

	None	Amount of Time		
		Under 1/3 to 1/3	2/3	Over 2/3
Stand			x	
Walk			x	
Sit		x		
Use hands to finger, handle, or feel				x
Reach with hands and arms				x
Climb or balance		x		
Stoop or kneel, crouch, or crawl			x	
Talk or hear				x
Taste or smell		x		

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	None	Amount of Time		
		Under 1/3 to 1/3	2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

Does this job have any special vision requirements? Check all that apply.

 x Close vision (clear vision at 20 inches or less)

- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distance and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements