



Element Care

TITLE: Activities Specialist Virtual I
JOB FUNCTION: Operations

CREATED: 8/5/2021
FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the supervision of the Manager of Recreation, this individual is responsible for understanding the therapeutic recreational needs of each participant and ensuring that each participant feels welcomed virtually and valued at the PACE. The Activities Specialist Virtual I will build a virtual community while implementing a comprehensive program in a virtual environment of ongoing activities designed to socially engage our participants.

ESSENTIAL RESPONSIBILITIES:

- Creates, plans and implements virtual activities according the 8 Dimensions of Wellness for our senior population
- Maintain Outlook Calendar for Zoom invitations for participants to access programming
- Assists participants in learning how to use technology devices and provides basic technical support
- Provides virtual 1:1 social visits as needed across all of our centers
- Maintain tracking spreadsheets and databases
- Assesses participant's interests and abilities to meet their needs
- Provides information to include in Activity Newsletter and Calendars
- Collaborates with other team members to develop activities virtually for various programs
- Works with the Manager of Recreation to establish programming with community organizations
- Performs other duties as required

JOB SPECIFICATIONS:

- High school diploma. Prior experience in planning activities of any age group preferred.
- Minimum of 1 years of experience with the geriatric population preferred.
- Strong written and verbal communication skills. Customer service oriented.
- Ability to troubleshoot and provide resolution to basic iPad, computer and cell phone technical issues.
- Strong computer skills for use of Outlook, Word, Zoom, GoTo Meeting and researching via the Internet.
- Enthusiastic, self-motivated, committed in making a positive change in the lives of our seniors, creative and ambitious.
- Able to work independently and in small groups.

Name printed

Signature

Date