



## RECRUITMENT NOTICE – RECREATION COORDINATOR

RSS – Riverdale Senior Services, a nonprofit agency serving older adults and their families in the Northwest Bronx, is seeking a full-time Recreation Coordinator for the Adult Day Program for Memory Loss (ADAP) team. This role provides leadership in designing and implementing engaging programming for clients with dementia.

### Job Responsibilities:

- Lead group activities (in-person, virtual, and/or hybrid) with ADAP clients tailored to their interests and abilities, such as cognitive simulation, games, art, music, and exercise.
- Develop the monthly calendar of activities for ADAP clients.
- Create and implement new programming for ADAP clients.
- Encourage participation in programs for ADAP clients who may need additional support due to physical and/or cognitive limitations.
- Set up and clean up of the program area at the start and end of the day's programs, such as arranging supplies, making coffee, putting away supplies, wiping tables down, etc.
- Provide some hands-on assistance to clients with personal care needs such as mobility, transfers, eating, and toileting; aspects of meal delivery and service to ADAP clients; and/or transportation escort for ADAP clients to and from the program.
- Documentation of the daily attendance and monthly client progress notes.
- Participation in ADAP team meetings and staff meetings as necessary.
- Support the overall operation of RSS as needed.

### Other Requirements:

- Completion of initial health clearance form and yearly thereafter (in accordance with state standards)
- Proof of COVID-19 vaccination per NYC COVID Safety Mandate
- Completion of initial negative tuberculosis screening and every two years thereafter (in accordance with state standards)
- Completion of 20 hours of initial training including personal care, dementia, CPR/AED (in accordance with state standards)
- Completion of 6 hours additional training each year, including CPR/AED every two years (in accordance with state standards)

### Qualifications:

- High School Diploma or equivalent; background in recreation therapy or similar preferred
- Experience developing activities with older adults preferred; experience working with people with dementia strongly preferred
- Computer skills including word processing, presentations, and data entry preferred
- High energy and enthusiasm
- Bi-lingual English/Spanish highly preferred

This is a full-time position, Monday to Friday, with daytime hours. Salary is \$30,296 annually. Benefits include medical, dental, paid time off, and retirement after successful completion of probationary period. To apply, please send a resume and cover letter to Audrey Swanson, Director of Adult Day and Caregiver Services, at [aswanson@rssny.org](mailto:aswanson@rssny.org). No phone calls please.

***RSS is an Equal Opportunity Employer***

Reviewed January 2023