



CORDIA SENIOR LIVING POSITION DESCRIPTION

JOB TITLE: Program Assistant

REPORTS TO: Program Director

SUMMARY OF DUTIES: Assists with planning, supervising, and executing programs that provide residents with discovery, enrichment, and fulfillment. The position partners with the Program Director to develop programs that support residents' physical, emotional, social, intellectual, spiritual, and cultural well-being, including programs designed around individual interests and needs.

IMPORTANT CUSTOMERS: Residents, families, Program Director, Wellness staff, department heads, staff, associates, volunteers, speakers, artists, and outside guests.

ESSENTIAL FUNCTIONS:

- Assist in creating and delivering high-quality programs across the five areas of meaningful life: physical, emotional, social, intellectual, and cultural, with particular emphasis on Assisted Living residents.
- Coordinate program operations, including developing flyers, publicizing events, coordinating ticket purchases, arranging transportation, and booking speakers and musical guests.
- Coordinate program logistics, including room setup, audio-visual management, guest speaker and artist coordination, and resident transportation.
- Assist with integrating new residents into the community lifestyle and program participation.
- Ensure residents are aware of program opportunities and feel welcome at every event.
- Encourage residents' personal interests and development to support individual wellness.
- Plan and facilitate daily, weekly, and monthly events that encourage engagement in Cordia's five areas of wellness.
- Assist the Program Director with event and outing planning, advertising, budgeting, transportation coordination, and resident support.
- Involve residents' family members in programs offered to residents.
- Ensure all programs support Cordia's mission and vision.
- Maintain program attendance records and notify the Program Director of unusual observations or concerns.
- Perform any additional duties required to fulfill the scope and purpose of the position.

STAFF COLLABORATION & ENGAGEMENT:

- Develop and maintain a good working relationship with other staff members, particularly Wellness direct caregivers, to support participation in programs for Assisted Living residents.
- Interact effectively with management team colleagues and all personnel to support program goals and the overall goals of the community.
- Assist the Program Director in organizing, planning, and presenting programs.
- Follow and support all safety procedures and protocols outlined by the company.

MINIMUM REQUIREMENTS:

Education:	College diploma preferred.
Experience:	Minimum of three years of work experience in an assignment that provides a basis for understanding the challenges and opportunities of this position. A background in teaching and a desire to work with seniors is preferred. Strong connections within the Westmont community are an asset.
Skills:	Proven program development and delivery skills. Excellent event coordination and customer service skills. Computer skills sufficient to manage volunteers and staff assets, source talent, and publicize program calendars and events. Comfort with audio-visual and web-based broadcast technology. Strong organizational, presentation, and communication skills. Ability to multitask, collaborate, and develop programs for a wide range of interests.
Required Training:	Complete Cordia's orientation before beginning work with potential residents. Ongoing in-service education and training as required.
Physical Requirements:	Ability to walk, stand, lift moderately heavy furniture, including tables and chairs, and perform other physical duties required for the position.
Additional Requirements:	Flexibility as needed, including occasional weekends, evenings, and holidays. Driver's license required.
Base Schedule:	Tuesdays – Saturdays, to include a minimum of two days with schedule of 11:00am to 7:00pm.