

Westminster Village is looking for a Life Enrichment Coordinator

Are you an outgoing person who likes to plan events big or small, is well organized and loves to work with the elderly? Then this is the position for you. For 40 years Westminster Village has taken pride in the care and directed support of all our residents. We understand the importance of dependable, hard-working, team oriented, responsible and respectful individuals. To all full-time employees, we offer Health, Dental, Vision, and Life Insurance, 401k Plan, Health Savings Account, Flexible Spending Account, wellness programs, and tuition reimbursement.

This position:

- Develops, schedules and implements activity programming for Independent and Assisted Living Residents
- Provides input, writes articles, and assists with layout of monthly newsletter and other publications.
- Coordinates special event and weekly activity, dietary and maintenance work orders for Independent and Assisted Living.
- Researches, develops and coordinates resident outings and arranges transportation. (dining out, entertainment, programs, and classes)
- Conducts new resident orientation sessions for Independent and Assisted Living residents.
- Creates community outreach opportunities for residents.

Associates degree or equivalent experience required. Previous event planning preferred. Good driving record and a valid driver's license are required and must obtain a J05 driving license within 6 months of hire.

If this sounds like you click apply now or submit a resume` to: info@westminstervillageinc.com

Westminster Village is an Equal Opportunity Employer.