

SUMMARY:

LifeSpan is currently seeking an Activity Aide to assist with activities and events at our Bethel Park and Mon Valley older adult Active Life Centers. In this full-time role, you will assist with on-site activities and off-site excursions that are designed to enrich the lives of our center participants. Activities may include crafts, games, exercise classes, or cultural enrichment (such as museum exhibits, book readings, or cooking classes). Applicants should have some experience or relatable background as well as an energetic, positive attitude.

EXAMPLES of ESSENTIAL JOB DUTIES:

In conjunction with the Associate Director, assist with the organization and the development of new, innovative programs which support positive, healthy aging.

Assist in creating and leading various classes, including, but not limited to educational, health and wellness, nutritional, recreational and social.

Encourage participation in center programs.

Assist with the design and editing of the monthly newsletter and calendar.

Provide backup to the Center Supervisor in the greeting of visitors by phone and in-person, assist participants with registration for programs, conducting walking tours of the facility, enrollment of new memberships and membership renewals, and answering inquiries about Center programs.

PREFERRED QUALIFICATIONS and REQUIREMENTS:

High school diploma or GED certificate.

Experience in arts/crafts, fitness or recreational programming, or a similar field (1+ years preferred).

Willing to complete AED/CPR and ServSafe Certification (agency provided).

Must have an active driver's license.

Successfully complete Background Check conducted through PA State Police.

PAY/BENEFITS:

\$14.00-\$16.00 per hour.

Excellent benefits package provided.