Park Homes

https://parkhomesuk.co.uk/careers/activity-coordinator/

Activity Coordinator

Hiring organization
Park Homes (UK) Ltd

Date posted
October 16, 2024

Employment Type
Full-time

Job Location
Bradford

Description
Allerton Park Care Centre is seeking an enthusiastic and energetic activity coordinator.

The role is 30 hours per week which includes working alternate weekends.

Responsibilities

- To devise, develop and supervise an appropriate activities programme.
- To prepare and distribute a weekly programme of activities to each Service User. Prepare and display a poster of the same.
- Encourage Service Users to attend events and organise their transfer to the venue.
- Advise staff prior to the event of details of requirements.
- Ensure appropriate catering is organised and set out in a suitable manner.
- Confirm details with outside entertainers and negotiate price, if applicable, to remain within the activities budget.
- Organise prizes for events if required.
- Attend to personal needs of Service Users such as letter writing, purchase of clothing etc.
- Maintain good contracts with the community to include parish priests, PAT dogs, local day centres, and charitable / voluntary organisations.
- Carry out any other duties as well from time to time as directed.

Schedule

- Weekend availability

Qualifications

- To demonstrate good communication skills
- To undertake training which will keep the post holder aware of issues regarding the care of service users
- To demonstrate skills that enable the post holder to make links with the local

community

Job Benefits
Benefits:

- On-site parking

Flexible language requirement:

- English not required