

# USC Leonard Davis School of Gerontology

## Job Posting: Coventry Park 03/23/06

Job Position: Activity Director  
Department: Assisted Living Dementia Unit

### Organizational Overview:

Coventry Park, an upscale assisted living community in San Francisco, is recruiting for the position of Activity Director in The Gardens. This spacious, uniquely designed 48-bed secured area for residents with moderate to advanced dementia is adjacent to 140 assisted living apartments. Resident accommodations are grouped in to five neighborhood-style living areas surrounded by a variety of bright, open spaces for activities, family visits, etc. Three large, sunny courtyards are available for outdoor activities. Coventry Park is an A.F.Evans Senior Community, known for its highly competitive benefits package and long-term commitment to its valued employees. For additional information about the company please visit <http://www.coventryparksf.com> and <http://www.afevans.com>.

### Position Summary:

The primary role of the Activity Director is to plan, implement, lead and monitor a comprehensive program of recreational and therapeutic activities that meet the intellectual, social, physical, emotional and spiritual needs of residents with varying interests and capabilities. This position is full-time, 8:30AM - 5:00PM. Salary is \$22+ per hour, commensurate with experience.

### Summary of Duties:

As the Activity Director, you will plan the monthly calendar of programs, conduct a variety of activity groups each day, and supervise two activity leaders as well as resident assistants as they and you lead concurrent programs designed to appropriately engage residents with different levels of cognitive ability. You will work closely with The Gardens Director to insure the smooth operation of the program, evaluate current programs, and establish new activities.

### Qualifications:

The ideal candidate has proven leadership, communication and organizational skills, and is a creative, energetic, self-starter with a keen sense of fun and humor, who relishes the opportunity to make a difference for our residents each day. This is a hands-on position requiring appropriate education and ample previous experience in a similar setting, with specific knowledge of dementia. Computer proficiency is also required.

### Contact:

Please submit your resume to:  
Email: [aszeto@afevans.com](mailto:aszeto@afevans.com)  
Fax: 415-292-4005  
(Please reference Activity Director Position)