

Position: Life Enrichment Director

Compensation: \$24.00 per hour + DOE

The Life Enrichment Director is the creative soul of Chateau. This person has the responsibility for creating, developing and coordinating a spectacular activities program for all Residents of Chateau at Bothell Landing. The Life Enrichment Director assesses resident interests, plans and manages the resources to support the activity program needs and build the department into a successful life enrichment platform.

Areas of Responsibility:

- Develop and coordinate in-house activities, community events and entertainment programs
- Prepare monthly activity calendar
- Develop annual activities budget
- Collaborate with Marketing Director in the development and coordination of marketing and community relation events
- Coordinate and oversee all volunteer participation in the community
- Participate in monthly resident meeting
- Drive the vehicles whenever needed and supervise resident outings
- Maintain a professional and caring attitude toward residents
- Help in the production of the Community Newsletter
- Responsible for all transportation coordination, transportation vehicles and staffing
- Other duties as assigned by the Manager

Knowledge, Skills, and Abilities:

- **A love for seniors**
- Clear purpose of creating fun
- Out of the box thinking
- Award winning events
- Style and flair
- Timeliness and organization
- Vision and creativity
- Experience with volunteer recruitment and coordination
- Caring and compassionate attitude
- Good organizational skills
- Ability to use the computer for calendar preparation
- Knowledge of Microsoft Office (OUTLOOK, WORD, EXCEL)
- Health Care Aid (HCA) or Nursing Assistant Certified (NAC)
- Valid CPR & First Aid Certification
- Food Handler Permit
- Must be able to pass DOT Physical, Valid Driver's License & Clean MVR
- Mental Health & Dementia

- Previous Management Experience Required
- A minimum of one-year experience in long term care services Assisted Living preferred.

Reports to the Sr. Life Enrichment Director

Hourly/Supervisory/Non-Exempt

Benefits:

Competitive Pay • 90% Employer paid Medical/Dental • Vision • Life Insurance • Employer matching 401k • Paid Holidays • Paid Sick Leave • Paid Vacation Leave • Discounted Employee Meals • Referral Bonuses • Free Parking • ORCA Card Allowance • Tuition Program • Movie Tickets for your Birthday • Meal of Fortune program • Bridge Program (HCA to CNA) • Wellness "Bloom" Program • Verizon Cell Phone Corporate Discount • Engagement Award • CNA License Annual Reimbursement • Tuition Program

How to Apply:

Download the application on the website, or stop by our community to complete an application to see for yourself all of the warmth Chateau has to offer

Chateau Retirement Communities is an equal opportunity employer.