



400 North Walnut Street  
West Chester, PA 19380  
484-760-6300

## January 2020

**POSITION:**            **Activities Associate**

**REPORTS TO:**        **Activities and Program Manager**

**SUPERVISES:**       **N/A**

**GENERAL SUMMARY:** The Activities Associate position will assist the Program Manager in designing and implementing a wide range of activities, trips and community events targeted at senior population. While remaining in accordance with DHS regulations and the mission of The Hickman. All programs will provide a sense of community, well-being, and recognition of individual capabilities and talents.

**WORKING ENVIRONMENT:** The Hickman, founded in 1891, is a non-profit, personal care community serving people of all races and faiths and is located on an historic campus in the Borough of West Chester known as Quaker Hill, which also houses the West Chester Friends School and the West Chester Monthly Meeting. Guided by Quaker principles and tradition, The Hickman provides individualized care and assistance to older adults who seek a safe and affordable living environment. Our commitment to diversity, equity and inclusion flows from our common Quaker identity and values. Friends believe that each human life is sacred – that there is “an equal measure of the divine in every person.” This conviction has led to more than three centuries of Quaker action to promote equality, respect for difference, and the dignity of all people. The Hickman is committed to making its living community a part of this heritage.

### **DUTIES AND RESPONSIBILITIES:**

- Plan and implement activities appropriate to the needs of the residents at all levels of ability, both individual, small and large group participation
- Develop and implement activities that provide opportunity for residents to experience sensory input (all senses), group interaction and personal achievement
- Provide creative activities in the Arts and Crafts Room, including maintaining supplies, and keeping areas safe, clean and orderly
- Welcome residents on their arrival day and obtain feedback on the resident’s transition to life in the community
- Drive Residents to and from activities via The Hickman 15 passenger bus and van
- Keep good attendance

- Participate in creation of activity calendars and flyers
- Other duties as assigned

**REQUIRED QUALIFICATIONS:**

- High School Diploma or Equivalent
- Strong Interpersonal relations and communicative skills
- Moderate computer skills
- Comfort and ability working with senior population and cognitively impaired adults
- Driver's License in good standing
- Previous experience with aging population preferred
- Art/ music skills a plus

**EXPECTATIONS OF ALL HICKMAN EMPLOYEES:**

- A highly welcoming attitude and willingness to provide hospitality for all members of, and visitors to, The Hickman community. Openness to a wide range of beliefs and experiences, cultural backgrounds and practices, and differences of all kinds.
- Some familiarity with Quaker faith and practices, and a commitment to learning more and/or a willingness to gain, deepen, and nurture such knowledge.
- Appreciation of the role of Quakerism in the mission of The Hickman, and authentic reverence for seniors here and in society.

**TIME EXPECTATIONS:**

This is a full-time, exempt position, with occasional evening and weekend hours required. Rotating holidays and special events.

**COMPENSATION AND BENEFITS:**

\$15.00 - \$16.00 an hour based on experience.

Generous yearly Paid Time Off including:

- 6 holidays
- Vacation Time: 10 days accrued in the first year (up to 20 days in the years that follow),
- 4 Sick Days 6 Days for Extended Illnesses)
- 2 Personal Days
- Up to 3 days for Jury Duty
- 3 days Bereavement.
- Reimbursement for continuing education, \$1200 per calendar year
- Health Insurance that begins upon start of work and includes: Telemedicine; Fitness Program, Tobacco Cessation, and Weight Management, Nutrition Counseling, Health and Wellness Coaching,

Baby & Maternity Program, College Tuition Benefit for family members, Optional Vision and Dental plans (vision plan is free).

- Retirement Savings Plan after one year of service: 4% match
- \$25,000 Max Basic Life and AD&D Benefit
- Pre-tax Flexible Spending Accounts for: Health Care, Dependent Care and Commuter Expenses
- Paid membership in approved professional associations
- Years of Service Award at 5, 10, 15, 20, 25 and 30 Years

The Hickman is located in the historic Borough of West Chester in southeastern PA and we are walkable to various “downtown” restaurants, shops, and parks. We try to build community as a staff with yearly staff parties, open lines of communication, and opportunities to participate in trainings and professional development. We look forward to meeting you!

**NONDISCRIMINATION POLICY:** The Hickman appoints individuals without discrimination based on color, ethnicity, race, sexual orientation, class, gender identity or expression, pregnancy, age, national origin, ancestry, ability, marital status, domestic partnership or civil union status, religious affiliation, or any other category protected by law. The Hickman recognizes that some of these categories are social constructs, not rooted in science. Our aim is to be inclusive and affirming.

**BACKGROUND CHECKS:** The Hickman will conduct a background check for all applicants prior to hire.

**INTERESTED?** Please submit a current resume; contact information for three references, two of which are people who have supervised your work. We will not contact your references without checking with you first). A cover letter is required and should speak to how your qualifications (see required and desired qualifications above, for reference) match our needs and include how you heard about the position. Email resumes to [dfavaro@thehickman.org](mailto:dfavaro@thehickman.org) or fax attention HR (610) 696-1627.