

ASSISTANT DIRECTOR OF ACTIVITIES

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for assisting the Director of Therapeutic Recreation with planning and implementing a diversified, meaningful, and appropriate leisure time activities program and a volunteer program, both of which are designed to meet the needs of the elderly and disabled. This position differs from that of Leisure Time Activities Leader in that this position is responsible for the implementation of activity programs and for the oversight of employees and volunteers conducting such programs. Direct supervision is received from the Director of Therapeutic Recreation. Does related work as required.

TYPICAL WORK ACTIVITIES:

Organizes and conducts a variety of activities and events for program participants, including weekly events such as bingo and church, monthly events such as movies and parties, and seasonal events and outings;

Assists in the development of activity calendar and publicizes activities to residents and staff;

Motivates residents to participate in scheduled activities;

Oversees program participants and/or volunteers involved in activities, providing assistance as needed; monitors the activities of volunteer staff to ensure that the rights of residents are respected;

Functions as part of an interdisciplinary team, documenting individualized care plans and attending case conferences for assigned caseloads;

Assists in recruiting, orienting, and training volunteers for program activities and assigning volunteers on the basis of interest, ability, availability, and departmental needs;

Addresses groups from which potential volunteers may be obtained, and organizes community interest and participation programs;

Works closely with supervisors and other staff to ensure continued effectiveness of volunteers' contribution to department programs;

Assists the Director of Therapeutic Recreation in overseeing the gift shop, including recruiting and scheduling volunteers, ordering merchandise and working with the Gift Shop Committee to evaluate the status of the gift shop;

May oversee the activity staff in the absence of the Director of Therapeutic Recreation.

ASSISTANT DIRECTOR OF ACTIVITIES - Contd. 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of therapeutic recreation and diversions and therapeutic activities;

Working knowledge, understanding and awareness of problems of the aging and respect for residents' rights;

Skill in providing support in the planning, coordinating and implementation of activities and volunteer programs which meet the needs of the nursing home residents;

Ability to stimulate and maintain residents' participation and interest in the facility's leisure time activities program;

Ability to understand the problems and attitudes of ill, aged and disabled persons and their effect on participation in leisure time activities;

Ability to communicate and interact effectively with residents, families, volunteers, staff and the public;

Ability to recruit, train and coordinate groups of volunteers;

Ability to lead others in activities and to generate enthusiasm for leisure time activity programs;

Ability to maintain records, make reports and effectively communicate in writing;

Ability and willingness to suggest creative and unique activity programs;

Ability to work independently, to prioritize tasks and organize work effectively;

Confidentiality.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree, and two years experience working with special populations including geriatric populations.

NOTE: Education beyond an Associate's Degree in the field of recreation can be substituted for experience on a year for year basis.

SPECIAL REQUIREMENT: If the position requires transportation of residents/elderly, possession of an appropriate driver's license is required at the time of appointment.

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COMPETITIVE

REVISION 6/11/13