

ACTIVITY PROGRAM LEADER

DISTINGUISHING FEATURES OF THE CLASS: The duties of this position involve responsibility for planning and supervising a diversified activities program geared to specific interests and needs of residents in an adult care facility. The program must be designed to offer opportunities for participation in activities with emphasis on providing residents physical, intellectual, social and emotional stimulation. The work is performed under the general direction of the Administrator or Superintendent and supervision is exercised over the work of volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, organizes, supervises and coordinates leisure time activities for residents in an adult care facility;
- Meets patients to determine interests and to develop program activities for inclusion in a total care plan;
- Assigns duties and supervises volunteers in a variety of activities;
- Reviews program participation with patients to evaluate effectiveness as well as to explore potential interests in various activities;
- Pursues the planning and execution of activities involving arts and crafts, music, outings, films, holiday activities, programs and speakers, house newspapers and bulletins, games, resident clubs and pertinent community based services;
- Arranges transportation to enable residents to attend or to participate in community affairs and outings;
- Orders supplies and keeps records;
- Reacts to emergency life saving procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the organization and conducts of a diversified leisure activities program in an adult residential facility; good knowledge of a leisure activities program for the aged and disabled; ability to design and supervise a leisure activities program for the aged and disabled; ability to supervise aides and volunteers in the functions and activities of a leisure time program; ability to explore and utilize available community resources applicable to an adult residential care facility activities program; ability to prepare and maintain records and reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Either:** (A) Graduation from a regionally accredited or New York State recognized college with an associate degree with major work in recreation or related field;
- Or** (B) Two years of full-time paid experience in the field of recreation with the chronically ill, aged or disabled population;
- Or** (C) An equivalent combination of training and experience within the limits of (A) and (B) above.