

## **ASSISTANT DIRECTOR OF ACTIVITIES**

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

### **TYPICAL WORK ACTIVITIES:**

Assists in coordinating weekly events such as bingo and church, monthly events such as movies and parties, seasonal events and outings;

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

Oversees daily aspects of job performance of Leisure Time Activities Leaders;

Motivates residents to participate in scheduled activities;

Delivers mail and packages to residents;

Provides residents with assistance in reading, writing and mailing personal correspondence;

Transports residents to and from activities within and outside the facility;

Promotes activities through posters, verbal reminders, monthly calendars and a facility publication;

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

Makes recommendations to the Director of Therapeutic Recreation about department activities and needed supplies.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of therapeutic recreation and diversions and therapeutic activities;

Good planning and organizational skills;

Ability to stimulate and maintain resident's 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;

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Ability to communicate and interact effectively with residents, families, staff and the public;  
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 to creatively suggest unique activity programs;  
Physical condition commensurate with the demands of the position.

**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