



## **JOB DESCRIPTION 41.1**

**TITLE:** Activities Director

**FUNCTIONAL TITLE:** Activities Director

**JOB CATEGORY:** Activity

**REPORTS TO:** Administrator

**BASIC FUNCTIONS:** Plan and implement various activities for residents of Seven Hills at Groton to further enhance the quality of life.

**SCOPE:**

- Plan the recreational services by implementing Seven Hills at Groton philosophies and policies. Write procedures, goals and objectives for the program. Establish, when appropriate, an individualized recreation plan based upon each residents needs, interests and abilities.

**QUALIFICATIONS:**

- Bachelor's degree or national certification for activity professionals.
- Pediatric and young adult experience required; developmental delayed populations preferred.
- Ability to supervise, have good interpersonal skills and manage therapeutic recreational practice.
- Ability to become an important member in the team approach for individualized care.

**SCHEDULE:** Full-time position with varying hours depending on facility requirements.

**JOB DESCRIPTION:** The Activities Director will develop and implement activities programs for residents to provide additional community involvement, center based group activities and individualized planning during after school/day programming hours. The Activities Director will also provide direct supervision and evaluation of the activities staff and individuals volunteering at the facility.

**RESPONSIBILITIES AND OBJECTIVES:**

- Serves as a member of the center management team; contributes to committees within the center including Performance Improvement Committee.

- Plans programs based on the resident's needs, interests and abilities. Encourages resident involvement. Posts the monthly schedule of activities.
- Documents the recreation services and resident's interactions within activities. Maintains records that improve future planning, individualized approach and continual evaluation and revision. Trains and oversees documentation of activities services.
- Implements meaningful activity services for all residents (including individual recreation interventions) that include implementation of creative, intellectual, physical social and spiritual programs and provide opportunities for participation in community activities.
- Provide resources for the special interests of residents whenever possible, as well as materials for independent activities. Maintain a degree of flexibility in the program to allow for spontaneous activities.
- Evaluate the effectiveness of the activity services in terms of enhancing the quality of the resident's life, based on goals and performance objectives of the program and evaluations from resident's families, staff, volunteers, resource people and administration. Evaluation should be done quantitatively and qualitatively because the recreation program is revised based on the results of the evaluations.
- Works efficiently and cooperatively with the administration and staff by contributing to the orientation of new staff, by participating as a team member, by interpreting goals and methods of the activity program to all staff, and by communication information regarding the health and welfare of residents to staff.
- Establishes and maintains an effective volunteer program through recruiting, screening, orienting, training, supervision and evaluation volunteers. The Activity Director must then match the skills and interests of volunteers with the skills and interests of the residents. Incentives and recognition are to be established for volunteers by the Activity Director.
- Provides supervision to activity staff and volunteers to achieve delivery of quality activity services to residents.
- Participates in various center committees; plans activities to avoid conflict with treatment plans, accepts and delegates responsibility.
- Maintains cooperative relationships with members of the resident's families by orienting family members to activity services by encouraging families to participate in the volunteer and recreation program, and by encouraging families to evaluate and make suggestions for the activity program.
- Prepares the yearly budget for the activity department. Monitors the budget on a monthly basis and reports variances.

## **EXPECTATIONS:**

- Accepts professional obligations and commitments to professional development by actively supporting local, state and national organizations for the Recreation/Activity Coordinator.
- Participates in basic and continuing education through professional organizations and educational institutions, keeping abreast of federal, state and local requirements regarding activity programming as well as current developments in long-term health care including identifying and correcting deficiencies.
- Maintains confidentiality when dealing with residents, their families, and medical records. Demonstrates knowledge of rights and concerns for the welfare of all residents.
- Ensures that residents and families receive the highest quality of service in a caring and compassionate atmosphere that recognizes the individual's needs and rights.
- Performs other duties as requested.

**WORKING CONDITIONS / PHYSICAL REQUIREMENTS:**

- Works in a busy area within, at times, a high stress atmosphere.
- Works in an area with some physical discomforts such as unpleasant odors and high noise level during certain times of the day.
- Works in a resident care environment where there is some exposure to communicable diseases.
- Physical health sufficient to meet the ergonomic standards and demands of the position and its location.
- Frequently moves throughout the facility and grounds as well as off-campus.

**STATUS:** Exempt

I have read and understand the above job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date