

ACTIVITY DIRECTOR

GENERAL STATEMENT OF DUTIES: Plans, administers, and directs a program of social, recreational, and other purposeful activities for patients and residents; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is important professional work involving responsibility for planning and conducting a comprehensive program of purposeful activities geared to the interests and capabilities of patients and residents. Employees in this class may work either on a full-time or consultant basis. This class differs from that of Activity Leader in that the Director has responsibility for the total organizations and direction of the activities program. Supervision is exercised over the Activities Program staff, which includes non-professional personnel and may include volunteer personnel. The degree of the Activity Director's direct contact with patients and residents depends upon the size of the facility and activities program staff.

EXAMPLES OF WORK:

- Plans, organizes, and directs a diversified program of activities appropriate for the patients and residents;
- Assesses the interests and capabilities of the ill, aged, and disabled;
- Consults with physicians and therapists to determine adaptation of activities to be offered in the program;
- Assigns and supervises staff;
- Coordinates activities program with other services provided in the facility;
- Provides for instruction of activities to the ill, aged, and disabled in the performance of various arts, crafts, and other meaningful activities;
- Guides non-professional staff in techniques for encouraging patients or residents to participate in arts, crafts, games, hobbies, sports, and other purposeful activities within the interests and capabilities of the aged, ill, and disabled;
- Conducts in-service training for the staff and participates in the facility's general in-service education program;
- Recruits, instructs, and assigns volunteers and is responsible for their supervision;
- Orders supplies and equipment, maintains inventories;
- Prepares records and reports of the activities program.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of the organization and conduct of a program of social, recreational, and other purposeful activities; good knowledge of program direction and supervision; good knowledge of geriatrics and understanding of the problems of the aged, ill, and disabled; ability to explore and utilize available community resources; working knowledge in teaching techniques for staff as well as patients or residents; ability to prepare and maintain records and reports; emotional stability; sound judgement; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Either:

A.) Graduation from a regionally accredited or New York State registered four year college with a Bachelor's degree in recreation, including or supplemented by two semester courses in fields related to the aging process;

OR

B.) Graduation from a regionally accredited or New York State registered four year college with a Bachelor's degree and five years of experience in the field of therapeutic recreation;

OR

C.) Graduation from a regionally accredited or New York State registered four year college with a Bachelor's degree in any field and completion of an approved post-graduate program in occupational therapy;

OR

D.) Graduation from a regionally accredited or New York State registered four year college with a Bachelor's degree in occupational therapy.

Agreed to by Municipal Services Division and Health Department, Division of Hospital Affairs, July 1971. Based on New York State Hospital Code.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 5/11/70

Revised: 11/18/87

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