

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ACTIVITIES SUPERVISOR **GRADE:** 11

TITLE ABBREVIATION: ACTIVITIES SUPV **TITLE NO.:** 6042

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** HUMAN SERVICES

SUPERVISOR'S TITLE: DIRECTOR OF ACTIVITIES AND VOLUNTEERS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the day-to-day operations of an organized, on-going program of meaningful therapeutic recreation and leisure time activities for residents at the Residential Health Care Facility. The work is carried out in accordance with Federal and New York State Health Code guidelines and Facility policies and procedures. Work is performed under the general supervision of the Director of Activities and Volunteers with leeway allowed to exercise independent judgment in selecting program content. The position differs from that of Director of Activities and Volunteers by virtue of a lesser volume and scope of responsibilities. Direct supervision is exercised over the work of Activity Specialists and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the organization and direction of a variety of recreation activities for residents including, but not limited to, various entertainment, games, sports, exercises, arts and crafts, parties, religious services and educational programs to ensure each resident receives sufficient leisure time activities;

Oversees the activity assessment of individual resident's interests upon admission to the Facility and individual activities plans based upon assessment, needs and doctor's referral;

Participates in multi-disciplinary committee meetings for periodic review of residents' activity plans and modifies plans to reflect current needs, interests, and/or capabilities;

Assists in training and monitoring performance of Activity Specialists;

Participates in recreational activities within the Facility to lead and motivate Activities staff and assumes activity leaders' role when necessary;

Arranges and assists with recreational, religious and educational programs that involve participation of residents in the community;

Oversees the development and posting of a monthly activities schedule which is highly visible and accessible to both residents and staff;

Uses computer applications such as e-mail, word processing, calendar or database programs and other office equipment such as telephones, copiers, fax machines for the completion of tasks and assignments;

Prepares monthly statistical reports which enumerate type and frequency of programs provided and number of residents participating in each activity;

Assists with maintaining inventory, preparing budget and ordering supplies for recreation and activities unit;

Oversees and coordinates progress of residents in recreation program with other health care facility disciplines at resident care conferences;

Assists in Continuous Quality Improvement process for monitoring department standards;

May act on behalf of the Director of Activities and Volunteers in his/her absence and as necessary;

May assist with the creation and updating of monthly schedule for Activity Specialists;

May assist in day-to-day operations of the gift shop including purchasing and merchandise displays or set ups;

May assist in the coordination of volunteer onboarding and scheduling.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods, procedures and objectives of therapeutic recreation and leisure time services; good knowledge of community services and resources; good knowledge of therapeutic recreation and leisure time activities including but not limited to games, sports, exercises, arts, crafts, parties and music; working knowledge of the facility's routines, policies and procedures as they apply to therapeutic recreation and leisure time activities; ability to develop and implement activity programs to meet residents' needs and interests; ability to communicate effectively both orally and in writing; ability to lead and direct individuals or groups of residents effectively and stimulate their interest; ability to train and supervise the work of others; ability to prepare accurate and timely records and written reports; ability to get along with others; resourcefulness; dependability; enthusiasm; initiative; sense of humor; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Associate's Degree or higher in Recreation, Occupational Therapy, Leisure Studies or related field and one (1) year of full time, paid experience in a geriatric setting planning and conducting a program of therapeutic, recreation or leisure time activities, which shall have included supervising the work of employees or volunteers; OR
- (B) Possession of a certification as a therapeutic recreation specialist or an activities professional by a recognized accrediting body and two (2) years of experience as defined in (A) above with one (1) year which shall have included supervising the work of employees or volunteers; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (A) above, one (1) year of which shall have included supervising the work of employees or volunteers.

SPECIAL REQUIREMENT: Must possess and maintain a valid Class E drivers license.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.