

ASSISTANT LEISURE TIME ACTIVITIES DIRECTOR

DISTINGUISHING FEATURE OF THE CLASS: The duties of this position involve assisting the Leisure Time Activities Director by acting as a leader supervising part-time employees, volunteers and students in conducting activities, thus relieving the Director to act on administrative functions. The work involves responsibility for performing tasks involved in the process of conducting a program of diversified, recreational and social leisure time activities with residents in a residential health care facility. Supervision is exercised over the work of Activities Aides and other subordinate personnel and volunteers. An Assistant Leisure Time Activities Director does related work as required.

TYPICAL WORK ACTIVITIES:

- Monitors residents in craft projects and other leisure time activities;
- Coordinates activity staff and volunteers in conducting leisure time activities;
- Participates in devising and planning new leisure time activities;
- Prepares equipment, supplies, and facilities for special entertainment, individual, and/or group activities;
- Assists in organizing and participating in games and other forms of leisure time activities;
- Presents in-service trainings to new orientees and other facility in-services as assigned;
- Makes arrangements for movies, picnics, theme days, and other events for residents;
- Assists with the coordination of inventory, cleaning, and storage of activities supplies and equipment;
- Transports residents to stores, movies, sporting events etc.;
- Maintains records and reports, including computer-generated reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Knowledge of the organization and conduct of a diversified program of meaningful appropriate leisure time activities in a residential health care facility setting; knowledge of activities program direction and supervision; knowledge of the problems of the aged, ill, and/or disabled as they relate to an activities program; ability to instruct and supervise others in functions and techniques of the activities program; ability to explore and utilize available community resources applicable to residential health care facility activities programs; ability to prepare and maintain records and reports;; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Candidates must either:

- A) Be a qualified therapeutic recreation specialist who is eligible for certification as a therapeutic recreation specialist by a recognized accrediting body on or after October 1, 1990;

OR

B) Have one (1) year of experience in an age-appropriate social or recreational program which was full time or the part time equivalent in a patient or resident activities program in a long-term residential health care setting;

OR

C) Be a qualified occupational therapist or occupational therapy assistant.

SPECIAL REQUIREMENT:

1. Possess and maintain a valid driver's license to operate motor vehicles in New York State.

CATTARAUGUS COUNTY CIVIL SERVICE

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