

## LEISURE TIME ACTIVITIES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves developing, supervising and participating in a program of therapeutic leisure activities for persons utilizing Department of Aging day care centers in Olean and Salamanca. Duties are performed under the general supervision of the Day Care Center Supervisor with much leeway allowed for the use of independent judgment in carrying out the details of their work. Direct supervision is exercised over employees and volunteers conducting activities. A Leisure Time Activities Specialist does related work as required.

### TYPICAL WORK ACTIVITIES:

- Assesses client's interests and disabilities and recommends appropriate activities;
- Plans a monthly calendar of activities for both day care centers;
- Devises new leisure time activities;
- Arranges for community outings to restaurants and places of entertainment;
- Orders supplies required for activities;
- Instructs staff and clients in skills used in activities;
- Supervises persons helping conduct activities;
- Participates in social and therapy programs for clients;
- Compiles periodic reports of activities and new projects;
- Observes individuals participating in program activities and may implement changes to increase enjoyment and therapeutic benefit.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of arts, crafts, hobbies and other leisure activities for elderly; good knowledge of the characteristics, needs and interests of the aged; ability to devise leisure time activities for the elderly; ability to stimulate and maintain client's participation and interest in day care center activities; ability to plan and supervise the work of others; ability to communicate with persons having physical or language impairments; empathy in handling sensitive human problems; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS: Either:

A) Graduation from a regionally accredited or New York State registered college or university with at least an Associate's Degree in recreation, recreation therapy or leadership, occupational therapy or closely related field;

OR

B) Two years of full time experience participating in the conduct of recreation activities. Positions such as Leisure Time Activities Worker or Aide, Recreation Leader, or Occupational Therapy Assistant are qualifying;

OR

C) An equivalent combination of training and experience as defined by the limits of A and B.

Adopted: September 23, 1987

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

