

ACTIVITIES LEADER

Non-Competitive as Part-time (Adopted: June 17, 1970)
(Revised: July 20, 1990)

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for planning and conducting a variety of social and recreational activities. this Work is performed under the general supervision of an Administrator or other persons designated to be in charge of rehabilitation activities. Supervision may be exercised over volunteer personnel or Activities Aides. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, organizes and conducts a variety of activities;
Encourages patients to participate in games, sports, hobbies and other activities;
Instructs patients in arts and handicraft activities;
Plans, instructs and supervises the work of volunteers and others engaged in the activities program;
Consults with the Activities Director to determine adaptations of activities to be offered in the program;
Participates in the facility's in-service program;
Assists with social and special events programs offered by the institution;
Contacts community resources for activities to be conducted either in the facility or community and makes provisions for patients whose capabilities permit to participate in these activities;
Maintains inventory of requests and distributes supplies and equipment;
Keeps records of activities and makes monthly statistical reports to the administrator.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the organization and conduct of recreation activities with emphasis on the organization and conduct of games and arts and crafts activities; working knowledge of geriatrics; ability to plan and instruct the work of volunteers in a recreation program; ability to stimulate and hold the interest of participants; ability to work with Nursing Home patients; ability to maintain records and prepare reports; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Completion of two (2) years of study from a New York State registered college or university with a major in Recreation Supervision including or supplemented by a one (1) semester course related to the aging process and related disabilities; or
- (b) Graduation from an approved training program for Occupational Therapy Assistants; or

- (c) Two (2) years of experience working with chronically ill, aged and disabled patients; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

SPECIAL REQUIREMENT: Possession of a driver's license at the time of appointment.