

Jurisdictional Class: Competitive; Labor when Part Time
Adopted: September 17, 1986
Revised: April 23, 2010

ACTIVITIES AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is primarily routine work involving responsibility for assigned phases of social, recreational, and educational programs for Nursing Home residents. Work is performed under the general direction of the Leisure Time Activities Director. The incumbent may implement planned activities in the absence of the Leisure Time Activities Director. While supervision over the work of others is not normally a function of this position, supervision of volunteers may be required. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Aides the Activities Director in the planning, implementation and evaluation of activities;
Transports residents to and from activities as required;
Maintains cleanliness and order in activity room and of equipment;
Participates in staff meetings;
Maintains simple records and charts of residents' progress;
Assist residents in choosing projects based on their individual interest, furnishes supplies, and gives direction as required;
Maintains close supervision over residents for safety purposes;
May conduct social, recreational, and educational programs in the Director's absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of methods used in individual or group instruction with an emphasis on recreation activities;
Working knowledge of materials and equipment used in recreation activities;
Ability to stimulate and hold the interest of participants;
Ability to talk before groups of people;
Ability to layout projects for individuals and groups;
Ability to keep simple records and prepare reports;
Ability to deal effectively with others.

MINIMUM QUALIFICATIONS: None

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