

ALF RECREATION DIRECTOR

DEPARTMENT: Activity
SUPERVISOR: Executive Director

FLSA STATUS: Non-exempt
DATE: July 1, 2018

AREA OF SUPERVISION: Recreation Assistants and Volunteers

DUTIES AND RESPONSIBILITIES

Plan and coordinate programs and activities that are varied, reflect their interests, values and beliefs of the residents and provide life-enriching opportunities for residents and the community.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

ESSENTAIL FUNCTIONS:

1. Plan and implement activities in the following categories: physical (exercise), social, recreational, intellectual/educational, creative, entertainment, religious, service/volunteering and special requests of the residents.
2. Facilitate socialization among residents.
3. Invite and/or remind residents to participate in planned activities.
4. Promote activities in a way that piques resident' interest.
5. Chaperone activities outside the facility.
6. Conduct/Lead activities as needed.
7. Train, support and instruct other staff members to conduct activities.
8. Provide input into each resident's service plan.
9. Plan, coordinate and help implement decoration of the facility for special events, seasons and holidays.
10. Coordinate with the kitchen food needs for scheduled activities.
11. Assist with planning and implementing marketing events that promote the facility to potential residents.
12. Develop and distribute a newsletter.
13. Post a monthly Activity Calendar
14. Maintain a schedule for the company vehicle.
15. Maintain a schedule for use of the common areas
16. Arrange transportation for activity outings and regularly schedule group trips.
17. Drive the company vehicle for resident activities and appointments.
18. Assist in serving meals, bussing tables, and dishwashing during and after mealtimes as needed.
19. Accept on-call responsibilities as assigned by supervisor.
20. Assist with the marketing program as requested
21. Oversee volunteer program
22. Perform related duties as assigned or as the situation dictates.

Risk Exposure Categories:

- 1**=Tasks may involve exposure to blood/body fluids.
- 2**=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3**=Tasks do not involve any risk of exposure to blood/body fluids.

PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Never 0 hours	Occasionally (1-33%) .1 – 2.6 Hours	Frequently (34-66%) 2.7 – 5.2 Hours	Continuously (67-100%) 5.3+ Hours
Standing/Walking:				X
Sitting:			X	
Lifting /Carrying 0-10 lbs.			X	
Lifting/Carrying 11-20 lbs.		X		
Lifting/Carrying 21-25 lbs.		X		
Lifting/Carrying 26-50 lbs.		X		
Lifting/Carrying 51-70+ lbs.	X			
Pushing/ Pulling 0-10 lbs.			X	
Pushing/Pulling 11-20 lbs.		X		
Pushing/Pulling 21-25 lbs.		X		
Pushing/Pulling 26-50 lbs.		X		
Pushing/Pulling 51-70+ lbs.	X			
Climbing/Balancing:		X		
Stooping:		X		
Squatting:		X		
Kneeling:		X		
Reaching:			X	
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				X
Seeing: Must be able to read reports, instructions, and observe residents				X
Color Perception: (Red, Green, Amber)				X
Animals/Plants		X		

MENTAL/REASONING REQUIREMENTS

- Reading Simple Writing – Complex Analysis/Comprehension
- Reading-Complex Clerical Judgement/Decision Making
- Writing – Simple Basic Math Skills

EXPOSURES

- Airborne particles Explosives Muscular Strain Temperature
- Caustics Fumes Noise Toxicants
- Chemicals High places Odors Vibration
- Electrical Current Moving Parts Physical abuse Vision strain
- Slippery Floors Weather

WORK AREA AND ENVIRONMENT

Various activities shall be conducted in resident rooms, the activity room, dining area, activity office, outdoors, and in the community, including attendance at special events and programs that may be conducted in churches, schools, auditoriums, stadiums, parks, and the like. Work hours may also vary due to the various activities.

QUALIFICATIONS

Education: Minimum: High school diploma or GED. CPR/First Aid Training Required.

Job Knowledge: Knowledge of special needs and limitations of elderly; methods and techniques used to include residents and involve them in activities; alert to attitudes and feelings of residents; knowledge of and familiarity with handicrafts, skills, games, other activities, and vendors of supplies and equipment; familiarity with the community, social agencies, contacts with clubs and groups, and knowledge of sources of materials and local services; understanding and self-discipline to relate sensitively to residents' needs and feelings.

Professional Memberships: Encouraged to participate in related associations and organizations for the purpose of improving skills and learning new ideas and techniques through sharing with others.

BASIC REQUIREMENTS

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.