



# JOB DESCRIPTION ACTIVITY DIRECTOR

**Overview:**

The Activity Director plans, organizes, and directs or carries out a program of activities, which will provide entertainment, intercommunication, exercise, relaxation, opportunity to express creative talent, and fulfill basic psychological, social, and spiritual needs for our residents. The Activity Director will be available to all residents as requested by the residents' physicians, subject to their written restrictions and limitations.

**Physical Requirements:**

This position demands good physical and mental health. The Activity Director will be required to lift, carry, turn or assist high-risk residents and be willing to work a flexible work schedule. The Activity Director must be able to sit, stand, bend, walk and carry things associated with the activity program. Must be able to lift and/or carry up to 50 pounds.

**Duties:**

- Initiates and promotes activities both within and outside the facility to stimulate and promote resident interest, communication and general well being.
- Encourages hobbies and provide materials and supplies in keeping with each resident's financial status and department budget. Encourages, Instructs and supervises craft activities among residents, in groups or individually, in recreational areas or in residents' rooms.
- Complies with safety regulations and policies.
- Plans parties, provides games, and encourages residents to assist in the planning, such as making table decorations, wrapping gifts, trimming room or area, and other similar activities.
- Encourages residents to participate in religious activities to fulfill their basic spiritual needs, through visits with local ministers, attendance at religious services whenever possible, spiritual reading material, and others.
- Encourages intellectual / educational development through literature, lectures, movies, cultural events, and other activities available in the community.
- Visits bed-bound residents, writes letters for them, runs errands. This may include assisting residents to church services, appointments, etc.
- Is responsible for the smooth operation of the resident council and its documentation.
- Will contact relatives at residents' request and may act as liaison with relatives.
- Requisitions, and upon approval of Administrator, purchases supplies, equipment, and materials to carry out programs.
- Is responsible for appearance of work area.
- Must be familiar with OSHA Blood-borne Pathogen Standard and Elmbrook Management Company's Exposure Control policy.
- Must maintain documentation of activities to meet all state and federal requirements.
- Create, maintain and manage volunteer groups.
- Perform other duties as directed by the administrator.

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Employee Signature