



Job Title: Activity Coordinator **Date:** February 2023
Department: Licensed Programs **Location:** Alambre & Pala Building
Position Reports to: Director of Operations **Position Supervised:** None
Pay Range: \$18

Position Summary: This position is primarily responsible for creating and planning on-site activities and community activities for our Community Care Licensed Programs which meet the social, emotional, cognitive, and physical needs of persons served in the licensed programs. Typically, this position will oversee the implementation of activities by program staff in various programs. Other responsibilities include coordinating staff with the activities and encouraging both staff and persons served to participate in the activities.

Essential Job Functions include but are not limited to the following:

Initiate and plan the monthly & weekly activity calendars in conjunction with the Program Managers as well as communicating effectively with the programs to initiate daily programs and activities

Create and coordinate physical and craft activities for persons served with various levels of needs due to intellectual disabilities

Ensure required materials are available and prepared for events or activities

Evaluate the success of each activity, event, or outing and identify opportunities for improvement in the future

Inform Program Managers of activity and person served needs

Research new ideas for programs and activities, taking into consideration persons' served suggestions

Follow and implement all behavioral and instructional strategies while working with the person served providing instruction in recreational tasks and social interaction including but not limited to forming good habits and a positive attitude

Provide specific social, recreational, physical and occupational instruction and guidance in order to provide a positive learning environment

Provide reinforcement in choosing various activities, social behaviors and communication skills to ensure continued self-development, self-advocacy and choice

Work with persons served in small groups reinforcing instruction in program curriculum focusing on choice, self-sufficiency, independence and self-advocacy

Additional Duties and Responsibilities include but are not limited to:

Present input regarding person served barriers, progress and/or problems in order to enable the Program Manager to develop appropriate goals and objectives for individual person served

Complete appropriate reports accurately and in a timely manner

Communicate necessary information to appropriate sources

Participate in a variety of meetings and in-service trainings as required

Understand the role of the department and how it contributes to the overall success of Vocational Visions

Treat staff fairly and shows respect to coworkers

Adhere to all Vocational Visions Policies, Code of Conduct and Procedures

Other duties as assigned

Qualifications:

Required Education:

- High School graduate or equivalent
- Activity Director Certification, meeting Title 22 requirements (or ability to procure certification within 6 months of hire date)

Preferred Education:

- Associate Degree in psychology, art, music, sociology and the education and training of persons with intellectual/developmental and other related disabilities

Required Experience:

- 1-2 years' experience working with people that have intellectual/developmental disabilities

Preferred Experience

- At least 1 year experience coordinating activities and curriculums for programs

Working Knowledge of:

- Ability to communicate effectively both verbally and in writing
- Ability to be detail oriented as well as self-motivating
- Ability to supervise person served and work as a team
- Ability to teach and utilize demonstration methods in a production setting
- Microsoft Office (Word, Excel, Outlook, etc.)

Physical Requirements/Working Conditions:

This position is not a sedentary position. The employee directs/supervises person served in a variety of activities. The employee in this position also provides various reports. This position may use a computer terminal to access input and retrieve data. Finger dexterity may be required to operate the computer keyboard. Lifting of over 10 pounds is required in this position.

Employee Name: _____

Date: _____

Employee Signature: _____