Job Title: Recreation Program Director	**Reports To:** AL Executive Director
Job Classification:	
FLSA Status:	**Revised Date:** April 2024

POSITION SUMMARY

The Recreation Program Director provides an ongoing program of activities designed to meet the interests and the physical, mental, spiritual, and psychosocial well-being of each tenant.

GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Community, and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the tenants and staff members is the number one priority of their Community.
- All employees are responsible for making the most of their working time and reaching maximum potential by being on time for appointments and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained in their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

ESSENTIAL JOB FUNCTIONS

1. Provide a daily activities program including:
    A. A plan of activities appropriates to the needs of the tenants that includes, but is not limited to:
        - Group activities.
        - Indoor and outdoor activities
        - Activities away from the Community
        - Opportunity for tenant involvement in planning and implementation of the activities program
        - Implementing a variety of activity programs including:
            - Spiritual
            - Creative activities such as arts, crafts, music, and drama
            - Cognitive: educational and intellectual
            - Physical: exercise and games
            - Social Interaction
            - Seasonal
            - Sensory
        - Community & family involvement
        - Pet Therapy
        - Intergenerational programs

    B. Prepare a monthly calendar of activities which will be posted in a prominent location that is visible to tenants, visitors, and staff. Each tenant should receive a copy of this monthly calendar. A schedule should also be available to their legal representatives.

    C. Encourage tenant participation in activities.

D. Plan and conduct Tenant Council meetings every month.
   a. Complete tenant concern sheets and give to the dept. being addressed.
   b. Provide a copy of the meeting notes to the AL Director Monthly

E. Plan and implement at least 1 evening and 2 weekend (Saturday or Sunday) activities. Holiday activities as necessary. These programs must be in addition to any spiritual programs that are already in place.

F. Organize and schedule community events related to tenant interests.

G. Post daily activities as requested by staff and tenants.

2. Plan, schedule, and implement room visits and in-room (1:1) activities for tenants unable or refusing to leave their rooms.

3. Create a monthly newsletter to distribute to tenants and their families. This should be added to the community website monthly. Articles from dept. heads should be provided with the help of the administrator.

4. Recruit, train, and supervise volunteers when appropriate. Acknowledge their service in some way.

5. The Recreation Program Director will orient/ instruct, supervise, assign duties, and evaluate the work performances of the Recreation Assistant.

6. Mail delivery may be done by the Recreation Director. Tenant mail must be delivered daily and timely. Tenant mail may not be opened unless directed to do so by the tenant. Be sure mail is being passed out on Saturdays by coordinating with specific departments working on weekends.

7. Obtain necessary equipment/supplies and provide accessibility through organized storage.

8. Complete the activity component of the tenant life profile assessment within 14 days of admission.

9. Complete the activity component of tenant assessments upon admission.

10. Maintain accurate, up to date documentation of activity participation for each tenant.

11. Add tenant pictures to PCC upon admission.

12. Act as an active member of the interdisciplinary team.

13. Keep postings on the community Facebook page and website up to date. Review photo releases.

14. In the absence of the Recreation Program Director appropriate staff will be designated to carry out scheduled programs. There should be a written plan of action in place for the person leading the activities.

15. Observe infection control procedures related to the Recreation Department.

16. Maintain responsibility for the safety of the tenants under his/her supervision.

17. Observe all community safety policies and procedures including working responsibility to ensure personal safety.

18. Always follow Tenant Rights policies.

19. Obtain and maintain a chauffer's license or CDL within 30 days of hire (when applicable).

20. The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.

21. Come to work as scheduled and consistently demonstrate dependability and responsibility. Need to be flexible in work schedule to meet needs of tenants and State criteria.

22. Ensure Policy & Procedure Manuals are up to date and accurate.

23. Budget activity funds appropriately
    A. Continue to work with the administrator to review the budget on a regular basis.
    B. All receipts should be accounted for.
    C. A ledger of funds spent should be completed after each purchase.

24. Contribute to community efforts to maintain and/or improve quality of care through participation in the following:
    A. Attend Department Head meetings.
    B. Attend mandatory in-services.
    C. Continue to attend continuing education classes.

25. Always present an appropriate professional appearance.
    A. Black, khaki, or colored pants. No jeans.
    B. No open toed shoes and shoes must have backing.

26. Comprehend and follow all OSHA, State, Federal, and HCI rules/regulations are understood and followed.

EDUCATION & EXPERIENCE REQUIREMENTS

- Minimum educational requirements include a high school diploma.
- Each person will participate in ongoing continuing education. 10 CEUs must be obtained per year.

REQUIRED SKILLS

- Good verbal and written communication skills
- Evidence of effective problem resolution skills
- Ability to maintain composer in stressful situations
- Willingness to consider the advice and opinion of others
- Ability to set and achieve goals
- Ability to be organized and efficient
- Ability to train and motivate others
- Ability to meet deadlines
- Ability to think outside the box and be resourceful.
- Ability and willingness to act as a role model in conduct and appearance
- Basic computer skills, preferably Microsoft 365

PHYSICAL REQUIREMENTS

- Ability to lift up to 50 pounds. This position requires regular movements such as: balancing, climbing, crawling, crouching, fingering, grasping, kneeling, lifting, pulling, pushing, reaching, repetitive movement, standing, and stooping.

- An individual in this position may be exposed to: inside environmental conditions, physical chemical, or respiratory hazards.
- An individual in this position may be exposed to Bloodborne Pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

EQUAL EMPLOYMENT OPPORTUNITY

At your Community, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Community is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

_____

COMMUNITY NAME

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE DATE

_____

PRINT SUPERVISOR NAME