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# Example of Activities Aide Job Description

Our growing company is hiring for an activities aide. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for activities aide

* Works as a cooperative team member with other Recreation Therapy staff and others staff to coordinate and lead facility wide events
* Coordinates and/or leads appropriate therapeutic client events with the Intergenerational Learning Center, Adult Day Health Center, Volunteer Services and other in-house programs as appropriate/applicable
* Assist with aquatic recreation, sensory activities, and help lead field trips
* Understand the purpose of and carries out the residents plan of care, including Therapeutic Recreation Goals, according to the procedures taught in orientation and outlined in the Policy and Procedure Manual
* Reports observations of status to appropriate team member and documents in the bedside chart
* Provides self help, sensory stimulation, communication, adapted physical recreation and social interactions as outlined in each resident's therapeutic recreation plan
* Welcomes new staff members and volunteers, and assists with orientation
* Organizes and prioritizes work appropriately and with minimal supervision, offering and seeking assistance as needed
* Communicates in a professional manner with children's families, directing questions or concerns to the appropriate team member
* Communicates in conflict or stressful situations in a manner that facilitates constructive problem resolution

## Qualifications for activities aide

* One to two years athletic background (preferred)
* Must be approved for Federal Work-Study
* Must have completed at least 36 hours training in a course designed specifically for Activities by an approved institution/school resulting in an Activities Director Certificate prior to hire or completion of above upon hire Also must receive regular consultation from an Occupational or Recreational Therapist
* Ability to establish and maintain a courteous and coorperative, service orientated working relationship with patients, families and co workers
* Completed a 36 hour Activities Director Certification Course or interaction with patients as an Activities Aide or Director a huge plus
* Recreation experience preferred, but not required