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# Example of Activities Director Job Description

Our innovative and growing company is hiring for an activities director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for activities director

* Observe Infection Control and Universal Precaution policies and procedures
* Observe all facility safety policies and procedures, Resident Rights policies and Infection control policies and procedures in the performance of assigned duties
* Observe all facility safety policies and procedures
* Participate on facility committees as assigned
* Provide for ongoing developmental in-services for staff
* Provide programs for patients according to their identified needs
* Provide the public with information on SMSP, long term care, advance medical directives, and community resources
* Schedule should include both internal and external activities each month
* Schedule should include programming on holidays, weekend and evenings
* Supervise and trains Activities staff and Department Volunteers

## Qualifications for activities director

* Must be a member in good standing in the National Association of Social Workers and Academy of Certified Social Workers, inc
* Requires occasional pushing and pulling of activities equipment
* College degree in Recreation, Therapeutic Recreation, Education, Gerontology, Social Work, Adult Education, Marketing, Public Relations with two (2) years of experience OR Certified Activity Professional and (3-5) years experience preferably in assisted living, long term care or experience with seniors
* Must be able to meet very specific deadlines and work on more than one assignment at a time with interruptions, changes and delays remaining focused under such circumstances
* Must have effective communications skills, energy, demonstrate positive listening skills
* Must be able to work extended hours to include weekends, evening and holidays as necessary