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# Example of Activity Coordinator Job Description

Our company is searching for experienced candidates for the position of activity coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for activity coordinator

* Designs and implements a balanced schedule of age appropriate individualized and group activities so it provides the maximum group content based upon the activity plans that have been developed for each patient and assesses the needs of each patient which allows the development of an individualized activity plan that reflects this assessment
* Attends unit staff meetings as scheduled
* Actively participates in Quality/performance improvement activities within and outside department
* Reviews P1 and E PM orders (Urgent Work) for required information, accuracy and need date
* Ensures scope of work is clearly defined and understood
* For urgent work, checks with Planner to see if an archived job plan exists and develop a job plan
* Assists Planner in developing job plan as needed reviewing archived job plan for accuracy
* Works with the scheduler to reassign jobs when needed
* Reviews Delays to ensure that all delays are accurately defined and that appropriate steps are taken to prevent reoccurrence
* Initial contact of shared, leveraged or outside service providers

## Qualifications for activity coordinator

* Prior experience with Meditech software
* One year experience as a Recreational Therapist, Acitivity Therapist or Group Therapist facilitating group services in behavioral health of long term care setting preferred
* Experience working with elderly or disabled adults is a plus
* Ability to provide a therapeutic and safe environment for individuals and groups
* Possesses planning and organizational skills to manage activities for children of all ages
* Exhibits and delivers strong customer service skills with patients, families, volunteer staff and the health care team