

## **Activities Coordinator Job Description**

- I. Assist residents to register and sign up for classes at the Junior College each semester.
  - A. Coordinate their classes with their other schedules.
  - B. Make sure that transportation is available and in place.
  - C. Make sure that their fees have been paid.
  - D. Accompany residents to any registration meetings.
  
- II. Activities Planning and Coordination
  - A. Put together a monthly calendar, beginning February 2007.
    1. Advertise the events through various means.
      - a. Kitchen table frames
      - b. Com-log
      - c. Posters
      - d. Verbal
      - e. Task schedules
    2. Provide sign-up sheets when necessary.
  
  - B. Arrange special events – at least 2 per month.
  
  - C. Manage and oversee the supplies for in-home activities.
    1. Art supplies
    2. Reading materials
    3. Games
    4. Prizes
    5. Etc.
  
  - D. When planning, consider...
    1. Cost appropriateness and budgets
    2. Staffing issues
      - a. House must maintain adequate staffing
      - b. Driver is available, and transportation is adequate
      - c. Appropriate staff to supervise walking
      - d. Appropriate staff to supervise all levels of resident needs
    3. The flow of the other activities
      - a. Don't bunch together big events or similar events
      - b. Vary cost
      - c. Time awareness regarding med distribution, curfews, etc.
    4. Weather Forecast
    5. Content appropriateness
    6. Bathroom availability
    7. Varied activities over time

- III. Oversee the documentation of activities using the “Activity Log.”
- IV. Poll residents for their ideas on activities and events.
- V. Meet with other staff as necessary to communicate with them about the activity schedule.
  - A. Tasha’s
    - 1. Resident Records (Coordinate the entering of the activity documentation in each person’s binder)
  - B. Micah’s S.
    - 1. Meds (along with Debbie and Casey)
    - 2. Driver (special events and routine appointments)
  - C. James’s
    - 1. Van upkeep
  - D. Teri’s
    - 1. Planning, shopping, preparing food
    - 2. Inventory manager
    - 3. Driver
- VI. Keep a log of your work.
- VII. Meet with Debbie a minimum of one time per week for review.