**Activity Coordinator**

The Activity Director plans, organizes, and directs or carries out a program of activities, which will provide entertainment, intercommunication, exercise, relaxation, opportunity to express creative talent, and fulfill basic psychological, social, and spiritual needs for our residents. The Activity Director will be available to all residents as requested by the residents’ physicians, subject to their written restrictions and limitations.

**Duties and Responsibilities**

* Initiates and promotes activities both within and outside the facility to stimulate and promote campers interest, communication and general well being.
* Encourages, Instructs and supervises craft activities among campers, in groups or individually, in recreational areas or in out of doors.
* Complies with safety regulations and policies.
* Plans event, provides games, and encourages campers to assist in the planning.
* Encourages intellectual / educational development through literature, lectures, movies, cultural events, and other activities available in the community or in the campsite.
* Requisitions, and upon approval of Administrator, purchases supplies, equipment, and materials to carry out programs.
* Is responsible for appearance of work area.
* Must maintain documentation of activities to meet all state and federal requirements.
* Create, maintain and manage volunteer groups.
* Perform other duties as directed by the administrator.

**Skills and Specifications**

* Considerable knowledge of the techniques and methods involved in planning and implementing social, cultural, educational, and recreational programs.
* Considerable knowledge of available resources within the organizational unit, the university, and the community.
* Ability to plan and organize a variety of programs for groups of various sizes.
* Ability to establish and maintain effective working relationships with a wide variety of publics.
* Ability to speak effectively before large groups of people.
* Ability to supervise the work of subordinates.

I hereby understand the scope of my duties and skill qualification. I agree to perform all tasks herein stated. I am also aware that these responsibilities may be revised as deemed necessary.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_