

ROSEBUD COUNTY

Job Description

CLASS TITLE: Activities Director

ACCOUNTABLE TO: County Commissioners and/or COA Coordinator

PRIMARY OBJECTIVE OF POSITION: Under general supervision, directs an on-going program of meaningful activities appropriate to the needs and interest of the senior citizens population of the County. Work varies, requiring initiative and individual judgement following generally accepted standards and procedures, but adaptable to meeting changing conditions.

ESSENTIAL JOB FUNCTIONS:

- Must comply with all applicable Federal and State regulations;
- Must possess a valid Montana Operator's License;
- Visual and auditory acuity, and verbal communication skills are required;
- Physical requirements include the use of bilateral upper and lower extremities, upper extremities for fingering, grasping, handling, reaching, pushing, pulling, lifting up to 35#s, (greater with assistance), and carrying, bending, stooping, walking, standing, kneeling, and prolonged sitting;
- May be exposed to communicable diseases.

MAJOR AREA OF ACCOUNTABILITY AND PERFORMANCE:

- Greets people to the center and interests them in the activities that are going on;
- Visits with the seniors, making them feel welcome, keeping the activities area clean and stocked with supplies for seniors use; sets up educational, arts, recreational, advocacy, health, nutritional, consumer educational and other activities for the senior citizens;
- Publicizes, promotes and attends all senior activities;
- Prepares and provides a monthly calendar of scheduled activities and posts activities on the center bulletin board and throughout the communities;
- Works with volunteers services, taking a turn serving for special events;
- Provides the County Council on Aging with monthly reports and any correspondence relating to activities;
- Coordinates with other agencies and organizations related to senior citizen programs;
- Develops and directs a public relations program to attract senior citizens while at the same time educating the communities of the center's purpose and goals;
- Delivers meals when necessary and helps unload commodity truck and distributes commodities when available;
- Provides relief transportation for clients with medical needs.

CLASS TITLE: Activities Director (continued)

SUPERVISION - RESPONSIBLE FOR THE WORK OF OTHERS: None. However directs the activities of the Senior Citizens.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from high school or its equivalent; PLUS
- Some experience in a social or recreational program for seniors preferable;
- Organizational skills a must and knowledge of recreational activities for seniors a plus;
- Must have freedom to travel;
- Must possess a valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Greets people to the Center;
- Sets up activities;
- Prepares a monthly calendar of events;
- Works with volunteer services;
- Prepares monthly reports;
- May deliver meals to seniors;
- Performs other duties as may be needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Revised 10-01-2015