

Jurisdictional Class: Competitive  
Adopted: April 3, 1979  
Revised: May 28, 2010

**LEISURE TIME ACTIVITIES DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The duties of this position involve responsibility for planning, directing, and providing for a comprehensive and diversified program of appropriate voluntary leisure time activities geared to the specific interest and needs of patients\* in a residential health care facility. The intent of active participation in activities with emphasis on working with the healthy aspects of the patients by providing physical, intellectual, social, and emotional stimulation much in the same way as everyday life in the community. This position is responsible to the facility administrator for the operation of the department. The degree of direct contact with patients varies with the size of the facility and of Activities Aides and other subordinate personnel and volunteers. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans, organizes, and directs a program of appropriate leisure time activities consistent with the cultural and ethnic backgrounds of facility patients;  
Interviews patients to determine interests and to develop an activities program for inclusion into their total care plan;  
Obtains physician's approval for the patient's participation in the program;  
Assigns duties to and supervises activities program staff and volunteers;  
Reviews program participation with patients and records findings and any changes;  
Conducts activities program in-service training for facility staff and participates in general in-service training programs;  
Arranges for transportation to enable patients to attend or participate in community affairs and outings;  
Utilizes community resources in the conduct of activities programs such as community events, service projects, and entertainment groups;  
Orders supplies and equipment to maintain inventories for the facility activities programs;  
Prepares records and reports related to the activities program.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the organization and conduct of a diversified program of meaningful appropriate leisure time activities in a residential health care facility setting;  
Good knowledge of activities program direction and supervision;  
Good knowledge of the problems of the aged or ill;  
Ability to supervise others in functions and techniques of the activities programs;  
Ability to prepare and maintain records and reports.

\*The term "patient" should be changed to "resident" when position is used in health related facilities.

Leisure Time Activities Director

**MINIMUM QUALIFICATIONS:** Candidates must either:

- (a) Be a qualified therapeutic recreation specialist\* who is eligible for certification as a therapeutic recreation specialist by a recognized accrediting body on or after August 1, 1989; or
- (b) Have two (2) years of experience in an age-appropriate social or recreational program within the last five (5) years; one (1) year of which was full-time in a patient or resident activities program in a health care setting; or
- (c) Be a qualified occupational therapist\* or occupational therapy assistant\*.

\*As defined in the New York State Residential Health Care Facility Standards.

Agreed to by the New York State Office of Health Systems Management and the Municipal Service Division, September, 1978. Taken from 415.5 of the New York State Department of Health Nursing Home Code.