



Job Description

Recreation Coordinator

Function:

Plan, coordinate and implement a program of therapeutic recreation and socialization for River House Adult Day Center

Reports to: Director of Program Services

Responsible for:

Planning:

1. Develop, coordinate, and implement the therapeutic recreation program.
2. Research community resources to provide a varied social, recreation and educational program.
3. Research and develop new initiatives in the arts and humanities to promote lifelong learning.
4. Plan and develop individual and group activities suited to the needs and abilities of the clients as determined in the individual plans of care.

Therapeutic Recreation:

1. Ensure the transition of the client into the program
3. Assessment of client's social and recreation needs, abilities, and goals
4. Participate in the care planning process as a member of the therapeutic team.
5. Lead program activities.
6. Plan and organize community trips.
7. Prepare the monthly activity calendar.
8. Prepare articles for the monthly newsletter.
9. Ensure the documentation of client participation in the monthly recreation notes

Health Care:

1. Serve meals and snacks according to CACFP guidelines
2. Assist clients with meals
3. Assist clients with transferring and mobility

Personnel:

1. Orient new staff to the recreation program.
2. Provide program-related training and education for the staff.

Other:

1. Recognize and report changes in clients' behavior, health, or ability to participate in the program to the appropriate staff
2. Maintain a therapeutic, safe, orderly, and secure environment
3. Maintain safety surveillance

4. Attend staff meetings, as required and participate in staff education and training programs, as appropriate

Performance Standards:

1. Actively support the philosophy, goals and objectives of River House
2. Demonstrate respect for and commitment to the needs of the clients and their caregivers
3. Demonstrate the ability to work productively as part of the therapeutic team
4. Respect the confidentiality of clients, caregivers and the River House program

Qualifications:

1. Certificate or degree in recreation therapy or has a minimum of two years experience in a related field.
2. Demonstrate expertise in planning and directing a varied program for a geriatric population
3. Show compassion and sensitivity
4. Understand and appreciate the needs of the clients and caregivers
5. Willingness to accept responsibility
6. Ability to communicate effectively
7. Show organizational and leadership skills
8. Ability to organize and keep accurate records

Compensation:

1. \$50-55k annually (M-F 8am-4pm- in person assignment)- commensurate with experience
2. 26 days PTO
3. Medical, Vision, Dental

To apply for the position, please email your resume, a cover letter, and recreation calendar to info@theriverhouse.org.