

## **ACTIVITIES COORDINATOR, FAMILY SHELTER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is planning and supervisory work involving responsibility for developing, organizing and overseeing programs and activities designed to enhance the social skills, interpersonal relationships, and emotional well-being of family shelter residents. The work is performed under the general supervision of a Case Supervisor, Grade B and in accordance with New York State Social Services Law. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops the program content and organizes, conducts or oversees a variety of activities, designed to enhance the mental and social well-being of family shelter residents;  
Interviews residents to assess their needs, interests and capabilities in order to maximize the compatibility of activity members;  
Participates in group activities to facilitate the development of attitudes and social skills needed for improved interpersonal relationships;  
Conducts or arranges for workshops in areas pertinent to the needs of family shelter residents (e.g. effective parenting, battered women, safe sex, substance and drug abuse, education career development, crisis management);  
Acts as liaison with community agencies and organizations and corporations to secure services for residents, when appropriate and to facilitate a cooperative association with such organizations;  
Meets with individual residents to plan their activities and goals;  
Interviews volunteers and supervises volunteer activities;  
Monitors the Shelter's budget and maintains records of all budget-related expenditures and revenue;  
Evaluates program activities and makes assignments for groups in accordance with residents' needs, interests and capabilities;  
May contact schools, physicians, health related facilities to obtain additional information, when necessary;  
May maintain a cooperative association with other therapeutic or recreation agencies, departments or organizations.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of recreation theory and practices especially as related to families, including children and single parents; working knowledge of supervisory techniques; ability to plan, organize, supervise and conduct recreation activities; ability to establish and maintain cooperative relationships with people; ability to express oneself both orally and in writing; ability to prepare simple activity reports.

(over)

**MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree or higher in Recreation, Psychology, Social Work, or equivalent curriculum\* and one (1) year full time experience involving direct contact with homeless individuals which included the planning and conduct of recreational or related activities as a major function of the work; or
2. An Associate degree or higher in Recreation, Psychology, Human Services, or related field\* and two (2) years full-time experience involving direct contact with homeless individuals which included the planning and conduct of recreational or related activities as a major function of the work; or
3. Graduation from high school or possession of an equivalency diploma and five (5) years full-time experience involving direct contact with homeless individuals which included or was supplemented by at least three (3) years of experience involving the planning and the conduct of recreational or related activities as a major function of the work.

**NOTE:** One (1) additional year of the experience specified in 1. above may be substituted for the specialized Bachelor's degree.

\*For purposes of this position, "equivalent curriculum" and/or "related field" shall include Music, Dance or Art, or Dance Therapy, Music Therapy or Art Therapy.