

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
DIRECTOR OF ACTIVITIES

DEFINITION

Administers a total and comprehensive activities program at a state institution; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, performance, leaves, grievances, work schedules and assignments and disciplinary procedures; administers personnel policies and procedures.

Administers, plans, directs, organizes, coordinates and evaluates the entire activities program including such areas as occupational therapy, industrial therapy, recreation, biblio-therapy, art therapy, music therapy, and volunteer services.

Develops program policies and procedures within overall institutional policies.

Prepares budgets for the activities department; approves, selects and prepares purchase requests for equipment and material used in the program.

Consults and confers with department heads and others in clinical, non-clinical and administrative sections of the institution to enable coordination and efficient operation of the treatment and rehabilitation services of the institution; attends treatment team meetings to offer advice and suggestions.

Meets with various public and private groups and agencies on activity services offered by the institution.

Prepares reports, records, statistics and other data as needed or requested.

Consults with and leads internship students in various program areas.

Recruits volunteers for the institution.

Attends professional conferences and meetings.

COMPETENCIES REQUIRED

Knowledge of the therapeutic techniques and devices used in a variety of activity modalities.

Knowledge of the principles of human behavior as related to the activity needs of institutional residents.

Knowledge of the principles of growth and development as related to the activity needs of institutional residents.

Knowledge of the principles of administration and management including such areas as budgeting, organization, planning, coordination, and personnel.

Knowledge of the basic principles and procedures of first aid.

Ability to plan, organize, control and effectively supervise the work of subordinates.

Ability to administer, plan, evaluate, organize, direct, supervise, and coordinate the entire activities program at an institution.

Ability to initiate, evaluate and implement new programs to meet the activity needs of residents.

Ability to recognize/assess the usefulness of the various therapeutic techniques and practices as they relate to residents of an institution.

Ability to interact with disabled residents in order to form a working and therapeutic relationship.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with major course work in art, the behavioral/social sciences, industrial therapy, music, occupational therapy, physical education, recreation, rehabilitation, therapeutic recreation, or other closely related fields and experience equal to one year of full-time professional supervisory work in an activities program;

OR

qualifying experience may be substituted in any equivalent combination for the required education on the basis of one year of experience for each thirty semester or equivalent hours to a maximum of four years;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of eighteen months of full-time experience as an Activities Specialist 2 or Activities Supervisor.

NECESSARY SPECIAL REQUIREMENTS

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

NOTE:

At the time of interview, applicants referred to Glenwood and Woodward State Hospital-Schools will be assessed to determine if they meet federal government employment requirements as published in the Federal Register, Volume 39, No. 12, Thursday, January 17, 1974, Section 20-CFR-405.1101.

Effective Date: 11/01 GR