

JOB DESCRIPTION:

Activities Coordinator

Date of Origin: 4-24-23

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I. Purpose:

The Activities Coordinator is to plan and manage activities that are provided to children placed at the Abbott House as well as activities for staff.

Qualifications:

- A. Bachelor's Degree. Bachelor's degree or equivalent experience and training are preferred.
- B. Ability to work independently and meet deadlines.
- C. Strong interpersonal skills in dealing effectively with all levels of personnel and external constituencies.
- D. Experience and training for work with children who present with a history of trauma and the behavioral and educational deficits that have developed as a result.

II. Responsible To: Program Manager

III. Hours and Schedule: 40 hour week

IV. Principal Accountabilities

- A. Maintain thorough and timely documentation of attendance, behavior, significant incidents, and progress for youth participating in activities.
- B. Supervision of residents and resident activities, including; recreation, crafts, community events and community service projects.
- C. Plan and coordinate both on and off grounds activities for girls.
- D. Plan and coordinate monthly activities for our staff.
- E. Complete all assigned paperwork in thorough and timely manner.
- F. Train staff on supervision of girls during activities both on and off grounds.
- G. Direction of residents during drills and actual crisis situations.
- H. On call responsibilities on a rotating basis.
- I. Respond to other expectations of the Agency and/or supervisors.