



JOB DESCRIPTION

Job Title	Activities Coordinator
Reports to	Director, Community Integration
Department	Community Integration
Classification	Non-Exempt
Supervisory Status	Non-Supervisory
Full-Time or Part-Time	Full-Time (40-hours)

Position Summary

The Activities Coordinator is responsible for developing, scheduling, and implementing interactive activities to increase participant engagement and skill development. The Activities Coordinator will focus primarily on developing and implementing in-person community and facility-based activities that are aligned with expressed interests of the individuals supported by OBI. This position will require the ability to remain knowledgeable about best practices in service delivery and is encouraged to network and explore resources both locally and nationally, to continuously improve and expand OBI's community and facility-based offerings. This position will also be responsible for providing direct support services during times of staff shortages or other unexpected circumstances. These services may include a mixture of virtual, in-person, transportation, home, community and/or facility-based, and should all be provided in accordance with OBI's person-centered philosophy while assisting the individual in progressing towards the goals outlined in their Person-Centered Plan (PCP).

Essential Functions & Responsibilities

- Research community and facility-based activities and outing opportunities by utilizing the internet as well as local resources.
- Assist with researching and developing virtual, in addition to in-person and community activities, as requested.
- Develop age-appropriate, meaningful modules and lesson plans that can be easily understood and implemented by others.
- Continuously strive to expand the variety of high quality, interactive activities that can be offered to OBI participants both in the community and/or within OBI's facility.
- Intentionally provide a wide range of activities, with a focus on those that build and develop skills, in addition to activities that may be more recreational.
- Assist in providing instructional support, training and activity ideas for staff who provide 1:1 supports to individuals who may wish to participate in activities more tailored to their interests and needs as outlined in the PCP.
- Assist with leading/instructing activities as needed, both virtually and in-person.
- Maintain communication with the Marketing department about activities and events that can be highlighted on OBI's social media accounts and/or in the newsletter.
- Meet regularly with program managers and/or directors to discuss and adjust program planning as needed.
- Monitor inventory & submit timely requests to Director of Community Integration for activities, supplies and materials needed for programming.
- Ensuring that all activity supplies and materials required for staff to implement activities are secured and organized prior to the time that the activity is to be scheduled.

- Provide assistance with activities of daily living (ADLs) to participants as needed. This could include but is not limited to assistance with eating/drinking, toileting, dressing, writing, verbal communications, sharing of information between participant and other individuals, etc.
- Provide positive behavioral supports to individuals participating in services, using strategies taught in the Mandt curriculum and adhering to specific protocols for those with behavior management plans.
- Enter all required service logs/documentation into OBI's client information management system within the stated deadlines.
- Safely transporting individuals in your own personal vehicle and/or an agency vehicle to provide community and/or employment transportation to the participants.
- Other duties as assigned.

Non-Essential Duties

- Attend external meetings, conferences and trainings as needed/requested by supervisor.
- Daily adherence to OBI's core values:
 - Communication & Collaboration
 - Integrity
 - Creativity
 - Diversity & Inclusion
 - Compassion & Respect

Qualifications

- High School diploma, GED, or equivalent in work experience.
- Valid Driver's license, no more than 3 points on driving record and 3+ years driving experience.
- Ability to perform and meet job and physical requirements listed below.
- Basic computer knowledge, smart phone with internet capability and basic knowledge of internet, apps, email and GPS.
- 1-2 years of experience working with people with intellectual and physical disabilities (preferred) or at least 1 year of experience planning and/or implementing activities to another vulnerable population (children, elderly, etc.)
- Able to perform with autonomy, as well as in a team-oriented environment.
- Strong organizational skills and the ability to prioritize.

Physical Requirements

The basic physical requirements described here are representative of those that are required daily as an Activities Coordinator to successfully perform the essential functions of this job.

- Lifting/transferring approximately 50 to 100 pounds (usually with assistance).
- Pushing/pulling (i.e. wheelchair) 100 pounds.
- Frequent standing; walking; sitting; squatting; bending; reaching; fine motor skills.

Opportunity Builders, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

ACKNOWLEDGEMENT OF RECEIPT

I have read and understand the contents of this job description. I understand that I am expected to adhere to all OBI policies and procedures while employed.

Employee Signature

Date

Employee Printed Name

Supervisor's Signature

Date

Supervisor's Printed Name