

CLASSIFICATION GRID: 31

BENCHMARK TITLE: ACTIVITY COORDINATOR

BENCHMARK NUMBER: 81003

JOB FAMILY: CLIENT SERVICES

**SCOPE AND LEVEL DEFINITION**

Develops, implements, evaluates, and participates in activities to meet clients' activation, life skills, recreational and social needs. Assists clients with activities of daily living as required, and/or supervises staff.

**TYPICAL FUNCTIONS AND RESPONSIBILITIES**

1. Develops, implements, evaluates, and participates in activation, life skills, recreational, and/or social activities designed to meet the needs of clients, providing demonstrations as required. Adapts and modifies activities.
2. Supervises staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orienting new staff, and maintaining timekeeping and attendance records. Resolves staffing problems, including calling in staff to ensure appropriate staffing levels.
3. Assists clients with activities of daily living as required, such as feeding, lifts & transfers, grooming, and toileting. Encourages clients to perform activities of daily living and to assist with housekeeping duties.
4. Observes clients and their environments, and reports unsafe conditions and behavioural, physical, and/or cognitive changes. Promotes client participation in activities, and provides feedback regarding the performance and progress of clients.
5. Meets with other service providers to assess activity and/or client objectives and goals and liaises with caregivers and families to promote client participation.
6. Interviews clients to establish eligibility or appropriateness for activity. Refers clients to other programs/services, and provides information regarding available resources.
7. Completes and maintains related records and documentation such as statistics, progress reports, activity plans, and client activity profiles.
8. Assists in the preparation of the program budget, monitors expenditures, and assists with required financial documentation.
9. Receives client feedback, inquiries, and complaints, and responds as required.
10. Performs other related duties as assigned.

**QUALIFICATIONS**

**Typical Education, Training, and Experience**

- Diploma in Recreation Service Delivery
- Class V BC Driver's License
- Certificates in CPR and First Aid
- Recent, related experience of two years  
Or an equivalent combination of education, training, and experience  
Or other Qualifications determined to be reasonable and relevant to the level of work

**Typical Skills and Abilities**

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to organize and prioritize
- Ability to establish and maintain rapport with clients
- Ability to observe and recognize changes in clients
- Knowledge of, and ability to do, various arts and crafts, handicrafts, and sports activities
- Knowledge of psychosocial rehabilitation principles
- Ability to develop, organize, coordinate, deliver, and evaluate individual and group activities
- Ability to supervise
- Ability to instruct
- Ability to analyze and resolve problems
- Knowledge of adult learning techniques