
ACTIVITIES DIRECTOR RESUME

Objective:

Bringing years of experience as Activities Director to the table and to the organization in order to provide the best experience possible for the firm.

Highlights of Qualifications:

- Remarkable experience in developing social and recreational program
- Sound knowledge of Supervisory management
- In-depth knowledge of conducting group activities
- Skilled in handling developed programs appropriate for elders and disabled individuals
- Thorough knowledge of methods and techniques used to include residents and involve them in activities
- Familiarity with federal, state and accreditation standards related to the provision of an recreation program
- Proficient in Microsoft Office Suite

Professional Experience:

Activities Director, August 2005 – Present
HealthBridge Management, Lake Mary, FL

- Created a social environment in the community and promoted resident and family participation through events, activities, special programs, guest speakers and outings.
- Represented the cultural, religious and ethnic diversity of residents.
- Executed outings scenic drives, shopping and banking tours.
- Interviewed and appraised residents before Care Plan Conference.
- Supported group programs as assigned.
- Maintained recreation department supplies and equipment.

Activities Director, May 2000 – July 2005
Golden Living Centers, Lake Mary, FL

- Planned and performed regular scheduled activities such as exercise, card parties, trips, banquets, entertainment, theme parties and outside events.
- Directed, coordinated and evaluated activities of the department.
- Utilized the purchase order system and maintained an acceptable level of inventory to perform all activities.
- Created upcoming monthly newsletters and calendars with final approval of the General Manager and Lead Leasing representative.
- Monitored and incorporated resident feedback relative to activities through quarterly surveys.

Education:

Bachelor's Degree in Recreation, Augustana College, Sioux Falls, SD

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