
ACTIVITY DIRECTOR RESUME

Objective:

Seeking employment in the position of Activity Director with a qualified organization so that I can exercise my skills and expertise in this field.

Qualifications:

- Remarkable experience in a social and recreational program in a health care setting
- Profound knowledge of development and execution of programs and activities
- Extensive knowledge of conducting group activities, evaluating residents' needs, supervising other employees and training volunteers
- Thorough knowledge of the current trends in student development and academic affairs
- Familiarity with accreditation standards and compliance requirements
- Ability to establish and maintain professional working relationships
- Excellent communication, organization and interpersonal skills

Experience:

Activity Director, August 2005 – Present
Brookdale Senior Living, Charlotte, NC

- Recruited, hired, trained, and retained a sufficient number of qualified staff to carry out the responsibilities of the Activities department.
- Completed assessments, care plans and collected information to design activities that are multi-faceted.
- Recorded progress notes in the clinical record including subjective findings, objective symptoms, observations of behavior and interventions.
- Reviewed staff's chart entries for completeness and accuracy.
- Coordinated facility volunteer program in adherence with company policy.

Activity Director, May 2000 – July 2005
Prestige Care and Prestige Senior Living, Charlotte, NC

- Directed and organized therapeutic activities to assist residents to meet care plan objectives.
- Regulated content of program in compliance with residents' abilities, needs and interests.
- Maintained documentation on each resident including assessments, care plans, and progress notes.
- Documentation reflected residents' reactions and evidence of progress and other change of condition.
- Counseled and encouraged residents to develop independent leisure activities.
- Supervised and conducted in-service training for staff members on topics related to activities and recreation.

Education:

Bachelor's Degree in Therapeutic Recreation, Preston University, Cheyenne, WY

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