

## **LEISURE TIME ACTIVITIES AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is non-technical work involving responsibility for performing routine tasks by assisting in the conduct of a varied program of diversified, meaningful and appropriate leisure time activities. Incumbents may also be required to carry out routine clerical and other tasks associated with the activities program, as assigned. This position is similar to other non-professional positions in the health care field such as Physical Therapy Aide, but is concerned entirely with functions of leisure time activities program. The work is performed under direct supervision. Incumbents receive on-the-job training in routine leisure time activities program duties. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists in arts and crafts projects, and other leisure time activities;  
Operates kiln, pouring molds for ceramics;  
Prepares equipment, supplies and facilities for special entertainment, individual and/or group activities;  
Assists in organizing and participating in games, baking, music and other forms of leisure time activities;  
Attends, and participates in, in-service training programs;  
Aids with arrangements for movies, picnics, theme days and other events;  
Aids in inventory, and cleaning and storage of supplies and equipment;  
Maintains simple records and reports;  
Visits, and provides company and conversation for individuals in program;  
Distributes birthday gifts, cakes, cards for various occasions and other personal items;  
Assists with assessment of clients' interests;  
Assists with development of the leisure time activities program schedules;  
Transports clients to stores, movies sporting events and programs;  
Performs related clerical tasks, as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of basic arts, crafts, games, sports, hobbies and other appropriate leisure time activities; ability to stimulate and maintain clients' participation and interest in leisure time activities programs; ability to understand the problems and attitudes of ill, aged and handicapped persons, and their relation to participation in a leisure time activities program; ability to work with volunteers; ability to maintain simple records and reports.

**MINIMUM QUALIFICATIONS:** None.

**SPECIAL REQUIREMENT:** If the position requires transportation of clients, possession of a valid and appropriate New York State drivers license is required at time of appointment.