

Recreation Coordinator

POSITION SUMMARY

Reporting to the Community Manager, the Recreation Coordinator is responsible for the development, implementation and evaluation of social, recreational and therapeutic programs within the assisted living residence and the volunteer program.

KEY RESPONSIBILITIES

Completes a Client Leisure Information interview with each resident moving in to the assisted living residence and plans, promotes, implements, and monitors all social, recreation and therapeutic programming within the community to meet the individual and collective needs of the residents;

Develops and prepares communications tools such as newsletters, posters, notices and activity schedules designed to provide the residents with information related to recreational activities and special events;

Enhances programming and fundraising efforts by coordinating all aspects of the volunteer program including volunteer recruitment, orientation and evaluation;

Provides leadership and direction to staff and volunteers involved in the provision of social and recreational services. Delivers all therapeutic programs;

Stays abreast of industry changes and developments in care, housing and services for seniors. Makes recommendations for program changes in the delivery of services for seniors. Remains current on topics and issues related to seniors programming and the impact of social stimulation on health and wellness;

Works with community groups and organizations to secure varied entertainment within the assisted living residence and coordinates visits to the community at large including shopping, entertainment and day trips;

Participates in quality improvement activities related to social, recreational and therapeutic programming;

Assists the Community Manager in identifying opportunities to integrate service provisions with other components of the community. Supports the integration of residents from different lifestyles within campus environments through the development and delivery of resident centred social and recreational programs; and

Works effectively with managers, coordinators, residents and their families, members of the community and regional representatives to maintain positive working relationships and uphold the reputation of the assisted living community as a quality service provider;

EDUCATION, QUALIFICATIONS AND EXPERIENCE

Diploma in therapeutic recreational from a recognized college, preferably with a community and gerontology focus and experience managing all aspects of a volunteer program.

- ◆ Demonstrated ability to organize and prioritize work to meet defined timelines
- ◆ Effective supervisory, interpersonal and conflict resolution skills
- ◆ Skilled communicator, both orally and in writing
- ◆ Customer service oriented
- ◆ Computer and keyboarding skills, knowledge of MS Office
- ◆ Desire to have a positive influence on the lives of seniors
- ◆ Knowledge and understanding of the principles and philosophy of assisted living
- ◆ Experience developing social and recreational programs for semi-independent seniors