

VRS COMMUNITIES SOCIETY

JOB DESCRIPTION

JOB TITLE: RECREATION COORDINATOR

DATE: APR 2021

DEPARTMENT: RECREATION

RESPONSIBLE TO: GENERAL MANAGER

JOB SUMMARY:

The Recreation Coordinator organizes and operates an ongoing planned program of physical, social, therapeutic, and recreational activities based on the needs of the residents and within available resources. The Recreation Coordinator performs a variety of reception and clerical duties such as telephone answering, typing, preparation of spreadsheets, PowerPoint presentations, receiving and directing visitors, and assisting residents as needed.

KEY DUTIES AND RESPONSIBILITIES:

1. Meet new residents to find out what they enjoy doing for activities.
2. Schedule visits with Residents who don't typically attend activities to encourage them to join, or to identify activities they might like to participate in.
3. Coordinate with General Manager and Sales Manager when new residents are moving in
4. Make a Welcome Gift and delivery to the new resident. Order any necessary gift items.
5. Facilitate "Resident Ambassador Program" to assist with the transition of new residents.
6. Assist residents with things that can be reasonably accomplished during this shift.
7. Write newsletters and recreation calendars.
 - State the day and time for recreation activities.
 - Make copies of the monthly newsletter.
 - Distribute the newsletter to residents by the 1st of every month.
 - Distribute the newsletter to other areas in the building.
 - Email a PDF copy of the newsletter to family members.
 - Make calendar available for posting on website
8. Maintains cognitive skills through the distribution of library books, reading to residents, games, and other stimulating activities.
9. Organizes and manages outings, social events, and promotes social interaction.
10. Provides orientation through the posting of a monthly calendar of events and social events appropriate to the seasons and special days.
11. Liaises with community agencies, volunteer groups, families and friends, and promotes community contact.
12. Recruits and oversees volunteers.

13. Provide orientation and in-service education to volunteers.
14. Arrange for a Volunteer appreciation event once per year.
15. Prepares activity areas and maintains resources within established limits.
16. Regularly reviews the activity programs to ensure they are appropriate and meeting residents' needs.
17. Maintains accepted standard of accounting practices for the operation of the Recreation finances.
18. Supply and maintain supplies, including Tuck Shop supplies
19. Coordinate with volunteer residents the operation of the Tuck Shop
20. Ensure the provision of an appropriate program of activities for all residents through the assessment and evaluation of their needs and through the maximum utilization of community resources and by promoting and participating in active and vibrant volunteer and public relations programs.
21. Ensure the provision of comprehensive activity programs including evenings and weekends.
22. Coordinate the purchase of supplies and equipment required to provide the program of activities.
23. Accountable for compliance with approved operational budget for activity department.
24. Develop annual goals and objectives for the department.
25. Performs other related duties as assigned.

QUALIFICATIONS

- Must be skilled at problem-solving, including being able to identify issues and resolve them in a timely manner.
- Must possess strong interpersonal skills.
- Must be able to prioritize and plan work activities to use time efficiently.
- Must be organized, accurate, thorough, and able to monitor work for quality.
- Must be dependable, able to follow instructions, respond to management direction, and must be able to provide performance through management feedback.
- Must have the ability to establish and maintain good interpersonal relations by displaying tact, courtesy and patience with applicants, clients, and staff.

EDUCATION/TRAINING

- Completion of Grade 12 or equivalent.
- Diploma in Recreational Therapy or similar is considered an asset.
- Class 4 driver's license is considered an asset.
 - Must provide a cleared driving record.

EXPERIENCE

- Experience related to running activities in an Independent Living, Assisted Living, or Long-term Care facility.

PERSONAL

- Must be able to speak English fluently and communicate effectively both verbally and in the composition of written materials.
- Must pass a Criminal Record Check.

WORKING CONDITIONS

This position requires some travel.