



Riverwood Square

SUBJECT: Job Description Recreation Coordinator		DEPARTMENT: The Landing & Harmony Court
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Title: Recreation Coordinator

Position Summary:

The Recreation Coordinator shall be responsible and accountable for the planning, organizing, leading, directing, and evaluating the leisure, dining and recreational programs for the Residents of The Landing and Harmony Court. The Recreation Coordinator shall focus on what the Resident is able and enjoys doing encouraging self-motivation of the Resident to become as involved as they choose with an over-all goal of maintaining an independent life style that is meaningful and fulfilling.

Responsible to: The General Manager, Resident Services Manager

Qualifications:

- Baccalaureate degree in recreational studies or equivalent an asset.
- Minimum of a years experience at a managerial level.
- Effective written and verbal skills in the English language.
- The ability to work independently with minimal supervision.

Key Competencies:

- Ability to assist or serve Residents by focusing one's efforts on the Resident needs and likes for meaningful leisure and pleasure.
- Ability to get Residents involved in leisure and recreational activities aimed at maintaining independence, interdependence, life satisfaction and enjoyment.
- Ability to adapt, flex and work effectively with others within a variety of situations, with various individuals and assist in other position.
- Ability to establish, build on and maintain warm relationships with Residents and contribute to a Team environment.
- Ability to listen, understand or clarify and respond when interacting with individuals or groups.
- Ability to give direction, train and provide instruction to Supportive Housing Companions to ensure quality activities for the Residents of Harmony Court.

Duties and Responsibilities:

Quality Service

- Functions within Riverwood Square's Mission, Vision and Values, and demonstrates a high regard for the organization's Philosophy and Tenant Commitment to delivering exceptional standards of hospitality service.
- Actively participates in the Total Quality Management Program of The Landing and Harmony Court.
- Plans, organizes, leads, directs, participates and evaluates programs of recreation and leisure activities and events designed to meet the needs and desires of the Residents. Prepares reports that are useful for trend analysis, strategic planning and regular reporting.
- Involves the Residents in the decision making of the kinds, types and frequency of programs, activities and events.
- Establishes and maintains minutes of a Tenant Council for each of The Landing and Harmony Court.
- Reports to the General Manager and/or Resident Service Manager verbally and in writing, any noted changes in a Resident's physical, emotional, behavioral, or cognitive functioning.

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Social Environment

- Maintains recreational areas, equipment and supplies in a safe and user friendly manner.
- Ensures appropriate supplies and/or equipment are available for Resident use at times of the day when the coordinator is off duty and/or at the time the Resident wishes to use the equipment or supplies when it is at all possible.
- Maintains work areas in an orderly fashion and appropriately secured.

Human Resources:

- Functions within an interdisciplinary team flexing responsibilities and roles as the needs of staff and the Tenant dictate.
- Assists in maintaining an active volunteer program using volunteers from the community and from the Residents in The Landing and Harmony Court who wish to become involved in volunteer activities.

Financial Management

- Maintains equipment in good condition to maximize efficiency, reduce the cost of repairs, and prolong life span.
- Assists in the maintenance and inventory of all equipment and supplies.

Community Relations

- Participates in the marketing of The Landing and Harmony Court by greeting visitors and persons doing business at the community with warmth and hospitality.
- Greets and meets all persons with warmth, dignity and respect as they visit the facility

announced or unannounced.

Safety and Health

- Makes contact with Maintenance on issues for which they are responsible.
- Make urgent or emergent calls to fire, ambulance or police as directed.
- Reports any breakage or hazards to the appropriate person.
- Maintains a healthy life style so that regular attendance at work is possible.

Continuing Education

- Assumes personal responsibility for maintaining current knowledge of theory, practice and trends in the field of expertise.
- Shares current theory, practise and trends with peers upon return from a seminar or course to assist in ensuring the community remains current and maintains its market share.
- Other related duties as assigned.