



11 February 2019

Community Centre Manager

The Village Langley

Managed by Verve Senior Living- Langley, BC

Come join us and help make a difference in the lives of older adults! Our employees thrive on collaboration and have a passion for excellence, achieving multiple awards including the Order of Excellence in Quality, from Excellence Canada. As part of our team, the things you do are key to helping us achieve our shared vision of helping seniors live longer, better. Oh, and you'll also have a lot of fun doing it. Want to join us?

Simply put, the purpose of The Village Langley, and all those who work here, is to enable the well-being of those we serve.

The Village aspires to be much more than a community that supports and cares for people living with a dementia diagnosis. We strive to be a place where, through the dedicated service of our team members, each Resident has an enriched living experience and lives their own best life, each-and-every day.

The role of a Village team member is to facilitate an enriched living experience for each Villager by: fostering and nurturing relationships; enabling Residents to control and manage their day; enabling feelings of safety, security & connectedness to people and things that matter to each person; establishing trusting relationships with families; enabling learning of new things, and; making meaningful contributions within The Village and surrounding communities. Our success is largely determined by the amount of joy, love and laughter experienced by each of those we serve – Residents, staff, volunteers and local community.

The primary role of the Community Centre Manager is, through leadership of the Oakwood Community Centre team, to empower each Resident to achieve and sustain health and well-being, live life to the fullest, flourish and thrive, regardless of cognitive or physical limitations.

Reporting to the Executive Director, the Community Centre Manager enables a community in which each Villager has opportunity to engage in meaningful activities, of interest to him or her, with other Residents and the larger community. They are accountable to develop strategic partnerships and provide mutually engaging enrichment opportunities with community agencies. They directly manage a Community Centre and Program Coordinator and Assistant as well as a volunteer network.

Enabling skilled and confident teams, he or she is accountable for the following activities and outcomes:



1. Oakwood Community Centre Operations and Wellness Promotion

Our goal for the Oakwood Community Centre is to be a gathering place, promoting wellness, for all Villagers and those who support them. The Community Centre Manager will facilitate this by:

- Leading engagement and enriched living activities within the Village.
- Leading the planning of regular activities and events, aligned with the interests and abilities of all Residents, focusing on all domains of well-being.
- Evaluation of program impact and efficacy in support of Resident well-being and organizational benefit.
- Leading the establishment and sustaining of a Village peer-support network.
- Organizing special events and celebrations of interest in collaboration with Residents, families, Village leaders and the local community.
- Leading the coordination of Community Centre social activities with The Village Chef, incorporating the wellness value of nutrition into events and celebrations.
- Scheduling activity spaces in the Community Centre for appropriate use by community groups offering education and enrichment events and activities.
- Liaising with external service providers and program instructors.
- Leading the maintenance of Resident activity and engagement records and documentation.
- Participating in Resident-inclusive interdisciplinary care conferences.
- Meeting with Residents and families to discuss activity and engagement issues and concerns.

2. Recruitment and Coordination of Volunteers

Enabling older adults to volunteer facilitates improved physical and emotional well-being and promotes feeling valued and empowered by meeting new people, offering opportunities for creativity and personal growth, and having fun. Our goal is to enable such meaningful involvement of persons and groups from within and external to The Village in our routine. The Community Centre Manager will facilitate this by:

- Identifying and developing a variety of potential engagement opportunities within The Village in collaboration with other Village Leaders and Villagers themselves.
- Providing organizational leadership to a Resident-directed Village Council.
- Providing organizational leadership to a Family-directed Village Family Council.
- Enabling Resident volunteer opportunities in Community Centre programs and events, coordinating support necessary to enable meaningful participation.
- Developing marketing campaigns to inform and recruit community volunteers.
- Recruitment, assessment and selection of volunteer applicants.
- Development and coordination of a dynamic volunteer education and orientation program in collaboration with other Village Leaders.



3. Household Support

Many Village activities will take place in the Oakwood Community Centre, barn and outdoor spaces. We believe it equally, if not more, important that a variety of dynamic recreation and social activities occur spontaneously within each Household, aligned with the interests, talents and abilities of the people who live and work there. The Community Centre Manager will support this by:

- Leading the development and maintenance of physical, social and intellectually stimulating activity and program toolkits to be used by Household Teams throughout the 24-hour cycle to engage Residents.
- Leading education and competency-based learning for Household Teams to develop engagement and relational skills to enrich The Village lifestyle.
- Mentoring and coaching The Village team, ensuring that all engagement activities demonstrate a Resident-directed culture, consistent with industry, professional and regulatory standards and best practice.

Other Responsibilities:

- Championing, implementing and supporting The Village's vision of continuous quality improvement.
- Regular and timely communication with the Executive Director on portfolio-related events and concerns.
- Financial and budgetary accountability for labour and non-labour expenses within the Community Centre portfolio.
- Assisting in the development and management of the Community Centre financial budgets.
- Developing and implementing a regular communication process to inform Villagers, families and stakeholders of regularly scheduled, special events and activities planned.

Necessary Qualifications, Skills, and Experiences

The Village Community Centre Manager will have demonstrated the following in previous endeavors and will be evaluated on the following:

Leadership Characteristics

- Honest, truthful and ethical
- Inspiring, dynamic, enthusiastic, positive and optimistic
- Competent, capable and effective
- Fair, open minded and flexible
- Cooperative and team oriented
- Caring and committed
- Organized and determined



Professional Abilities & Qualifications

- A degree, or minimum 2-year diploma, in therapeutic recreation, allied therapies or related field.
- Minimum 5 years' experience managing older adult lifestyle operations or related programming; 2 years supporting older adults with a dementia diagnosis.
- Excellent communication skills in English, both orally and in writing.
- Excellent understanding of British Columbia's Community Care and Assisted Living Act.
- Demonstrated community outreach experience and diplomacy skills.
- Demonstrated public speaking and education presentation experience.
- Demonstrated commitment to and understanding of the concepts of shared leadership, team empowerment, and person-directed care.
- Demonstrated success in team leadership, including mentoring, coaching and performance management.
- Computer literacy.

"We accommodate persons with disabilities in the recruitment and hiring process."

All offers of employment are subject to a Criminal Background Check. We thank all who apply; however, only candidates under consideration will be contacted.

Verve Senior Living - 5 days ago

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