

COMPANY NAME:

Century Group

JOB TITLE:

Recreation Assistant (35 hours/week) - Sunridge Gardens -  
DF61

--LOCATION OF JOB--

COUNTRY: Canada

STATE/PROVINCE: British Columbia

CITY: Langley

ZIP CODE: V3A 4H5

DESCRIPTION/RESPONSIBILITIES:

Role Summary

Reporting to the Recreation Manager, the Recreation Assistant is responsible for assisting in the implementation of activity programs that meet the physical, social, emotional, intellectual, spiritual and cultural needs and interests of residents in accordance with established goals and policies.

Shift: 35 hours per week

Key Accountabilities

1. Organizes and directs indoor and outdoor daily activity programs including exercise classes, entertainment, crafts and related activities which encourage involvement and independence
2. Assists in setting the objectives and standards required measuring the success of the programs and ensures the required standards are met
3. Assists in the development and production of the monthly calendars and other informational material for the residents
4. Adheres to management policies and procedures of purchasing, ordering, stock and inventory control
5. Promotes resident participation in social, spiritual and recreational activities. Encourage the participation of resident families and the community
6. Directs and supervises volunteers as required
7. Drives the bus for community outings, ensuring a pre and post inspection is made prior to using the vehicle
8. Observes and reports any changes in residents' functional and cognitive behavior to the Recreation Manager
9. Ensures residents' rights of privacy and confidentiality are maintained except in the proper operation of the business
10. Ensures that proper security procedures are followed in the handling and storage of any confidential material
11. Attends approved work-related conferences and seminars to promote and maintain professional development
12. Ensures that departmental operations comply with all Health and Safety Standards and Regulations
13. Maintains a current knowledge of and complies with policies and procedures.

## Education & Experience

- \* Diploma in a recreation program or equivalent qualifications in the Continuing Care field
- \* Current basic First Aid Certificate
- \* Computer skills with Google Docs and Google Sheets
- \* Class 4 Drivers License is mandatory
- \* Minimum one (1) year in a recreational setting
- \* Minimum one (1) year experience driving a bus is an asset

## Required Knowledge, Skills and Abilities

- \* Must possess the qualities and attitude that respects and maintains the spirit, dignity and individuality of the residents and employees
  - \* Must have the ability to speak and understand English competently and to understand written and oral instructions in English
  - \* Must have the ability to safely and efficiently operate all equipment associated with the duties of the position
  - \* Must have the ability to communicate effectively, organize the departmental operations and assist in the evaluation of the effectiveness of the activity programs
  - \* Must have the ability to teach residents in appropriate activities

\* Must have the ability to establish and maintain good interpersonal relations by displaying tact, courtesy and patience with others in the workplace

\* Must have the ability to be creative and to stimulate interest and participation of residents in the activity programs

\* Must have the ability to carry out significant amounts of physical movement such as lifting, bending, stooping and stretching

\* Must have the ability to work independently with minimum supervision

To apply for this position, please use the following URL:

[https://ars2.equest.com/?response\\_id=dc1494d3b393545051bc84620a2b4459](https://ars2.equest.com/?response_id=dc1494d3b393545051bc84620a2b4459)

\*\*\*\*\*END OF  
JOB\*\*\*\*\*