

COMPANY NAME:

Century Group

JOB TITLE:

Recreation Manager (Full-time) - The Waterford - DF122

--LOCATION OF JOB--

COUNTRY: Canada

STATE/PROVINCE: British Columbia

CITY: Delta

ZIP CODE: V4L 2P9

DESCRIPTION/RESPONSIBILITIES:

Summary

Reporting to the General Manager, this position is responsible for the development, planning, coordination, implementation and evaluation of activity programs, for both the independent living and in collaboration with the Recreation Coordinator for care areas. Must meet the physical, social, emotional, intellectual, spiritual, and cultural needs, as well as the personal interests of residents of Bria Communities. This role is also responsible for establishing policies, goals and priorities within the recreation department in alignment with the organization's strategic objectives, mission and values.

Key Accountabilities

1. Adheres to and conveys a philosophy that supports the dignity, privacy, independence, choice and individuality of residents

2. Conducts themselves in accordance with, and promotes a shared understanding of, the organization's vision, missions and values

3. Develops, implements, manages and evaluates departmental and organizational wide goals. Establishes objectives, policies and procedures, ensuring that the required standards are met

4. Maintains a current knowledge of health and safety standards and ensures departmental compliance

5. Hires, schedules, supervises, performance manages and evaluates all recreation staff and in collaboration with Care Centre Recreation Coordinators (if applicable)

6. Provides ongoing direction, coaching, feedback and evaluation to recreation staff, including the Recreation Coordinator(s) and Recreation Assistant(s)

7. For communities with Care Centres, working in collaboration with the Recreation Coordinator ensures compliance with the Assisted Living Act and Community Care Licensing Regulations and ensures that the required standards are met by evaluating monthly records

8. Develops the necessary documentation and reporting system(s) for maintaining accurate records and effective communication systems for the department. This includes resident attendance records, promotional materials, calendars etc.

9. Manages the bus and van inspections and records and schedules and arranges for regular maintenance. Ensures recreation teams have annual bus safety evaluations and maintains safety records

10. Responsible for the fiscal management of the department, including bar money, and transaction record keeping. Oversees the department budget(s) to ensure that costs are maintained within budgetary guidelines

11. Develops relationships with external stakeholders, including community agencies and entertainers

12. Ensures that Residents' rights of privacy and confidentiality are maintained

13. Attends approved conferences and seminars to promote continual learning and maintain professional development skills and knowledge. Attends in-house leadership meetings as required

14. Incorporates learning into site practice, including sharing knowledge and educating other staff members as necessary

15. Interviews potential volunteers, performs reference checks and provides orientation for the independent programs and in collaboration with the Recreation Coordinator for care programs

16. Relieves recreation staff for programs in care or independent activities when required

17. Other duties as assigned

Education & Experience

* Degree or diploma from a recognized therapeutic recreation and leisure program, 5 years' recent related

experience in a senior living community, including physical activity (exercise) for seniors, and 3 years' supervisory experience; or, an equivalent combination of education, training and experience

- * Current, valid class 4 and class 5 driver's license
- * Current First Aid, CPR and Serving it Right

Required Knowledge, Skills and Abilities

- * Excellent interpersonal and communication skills
- * Demonstrated leadership and organizational skills, creativity and highly motivated
- * Ability to communicate effectively with all departments
- * Ability to effectively and efficiently execute responsibilities in a caring and supportive manner
- * Ability to plan, organize, prioritize the recreation department operations, supervise and evaluate the effectiveness of the department
- * Demonstrated ability to establish and maintain good interpersonal relations by displaying tact, courtesy and patience with others
- * Ability to communicate in English, both spoken and written
- * Computer literate, with a working knowledge of Welbi, G Suite (g/sheets, g/docs etc)
- * Ability to maintain financial records and demonstrated basic accounting skills
- * Physically and mentally able to carry out the assigned duties in the working environment, and free from communicable diseases

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

https://ars2.equest.com/?response_id=3e7bc2fef723da9ccdd4afd32191dd1

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