

ACTIVITY COORDINATOR

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| <p>A. Position Summary</p> <p>Reporting to the Manager, this position is responsible for developing and implementing an effective activities program for the residents of the Lodge. Activity Coordinator is in charge of lodge operations when Manager is away.</p> | <p>B. Qualifications</p> <p>Degree (A.S.C.H.A. Activity Coordinator's Course Certificate is preferred) and/or proven ability in recreation or transferable qualifications. Dynamic personality, strong supervisory abilities, public relations experience, exemplary communication skills. Ability to motivate people, teach crafts and organize and plan various activities. Security Check, WHMIS and First Aid.</p> |
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1. Job Purpose

The Lodge Activity Coordinator is accountable for the overall social/recreational and volunteer programming for the Cold Lake Lodge. This includes life enrichment programs and activities that meet the interests of the residents; organization and planning special events; public relations with residents, families, staff and management; the recruitment and utilization of volunteers; fundraising; advertising and promotion of Recreation Programming.

2. Responsibilities

Must have a sincere desire and a proven ability to work with seniors. Must have a strong understanding of the social and spiritual needs of our seniors. Must demonstrate exemplary communication skills and be pleasant and sincere in dealing with residents and staff. Provides service in a professional manner assuring that resident's requests are met within the guidelines set up by the Lodge. Ensure that the rights and privileges of the residents are maintained. Displays professionalism in ability to organize and supervise residents, volunteers and staff.

1. Regulations and Standards

Be responsible for ensuring the Foundation policies, procedures, guidelines and rules and regulations are followed. Implements correct procedures for:

- Resident health and safety
- Building security and safety
- Infection Control
- Equipment operation and cleaning
- Documentation of Daily Report & Resident Reports

- Ensures all legislation guidelines are followed (e.g. WHMIS labelling etc.)
- Lakeland Lodge and Housing Policy & Procedure
- Kitchen sanitation and safety
- Food handling, preparation and distribution

Ensure that current practices meet or exceed the health authorities' regulations and the minimum requirements for Lodge Operational Standards.

2. Recreation Supplies and Inventory

Maintains inventory for activity program:

- Requisitions and determines delivery dates of supplies from suppliers, to meet requirements
- Monitors incoming supplies for quality and quantity, contacts suppliers to note deficiencies
- Provide written record of all large equipment needs
- Verification of purchases, purchase orders and charges
- Ensures purchasing falls within budgeted parameters

3. Activity Planning

Demonstrates recreation planning that indicates a genuine understanding and interest for individual needs of the residents.

- Ability to work independently
- Plans a variety of activities that meet the needs of the various clients in the Lodge (games, classes, workshops, social events, excursions, field trips and special programs)
- Ensures events are well planned and organized and that adequate manpower is in place to ensure their success
- Program should promote and encourage an active living lifestyle
- Liaise with other staff members to ensure their roles in activities are clear
- Provide written instructions to staff on times and expectations for events
- Plan monthly meetings with the Head Cook to plan special functions requiring food services. Preparation of detailed items variety and quantity to be documented at this meeting
- Promote staff participation in special events to show team spirit
- Advertise events in a variety of ways to ensure participation and awareness
- Strong public relation skills and ability to access community resources
- Prepares monthly calendar of events for residents and families
- Prepare annual budget and related financial reports
- Create and implement successful fundraising campaigns
- Create atmosphere through seasonal and event theme decorating, interior and exterior building
- Coordinate and plan gardens in Spring/Summer season
- Keep craft room, office and storage areas neat and organized
- Attend associated agency meetings as assigned by management
- Monthly report and evaluation of activities and participation levels with management

4. Supervision

Direct supervision of all Volunteers and Residents. Provides verbal and written instructions to Residents, Volunteers and staff regarding:

- Activity schedule and job assignments
- Proper use of equipment
- Special requirements to complete tasks
- Professionalism and conduct related to position
- Training in proper procedures for duties as designated
- Ensure security/safety precautions are followed/taken
- Oversee other staff members while they are assisting in the recreation department

Also:

- Plan and conduct meetings with volunteers, staff and residents to share information, gather input, ensure compliance with established practices, to implement new policies or new activities and to keep associates involved and "plugged in"
- Supervise program, facility and event guests and enforce rules and safety standards
- Overseeing resident and visitor conduct, ensuring the policies of the Lodge are enforced
- Responsible as hostess for all visitors and event guests (greeting, supervising and assisting)
- Recruit and orient volunteers to assist with events, keeps records of volunteer service for recognition
- Welcome and orient new residents to the recreation program
- Act as a resident advocate by being aware of resident concerns and ensuring they know the appropriate reporting procedures and forwarding concerns to management
- Report and resolve complaints, requests, safety conditions, security issues and illegal activities
- Responsible for health and safety of the residents in the lodge and must be thoroughly aware of all emergency procedures
- Report potential danger to Manager and inform the Manager of resident behaviour concerns
- Report Maintenance or building upkeep issues to the appropriate resource
- Responsible for documentation of all communication and problems identified during the shift.
- Ensure all checklists, forms and Foundation documents are reviewed and completed
- Maintain strong rapport with resident families
- Acting Manager in the managers absence
- Ensure adequate staff coverage in the absence of the Manager

5. Working Conditions/Principles:

- Ensure a positive attitude that promotes a healthy, constructive environment and staff morale
- Must demonstrate proficiency and ensure safety practices are utilized when working and operating equipment
- Must keep affairs of the Foundation and residents confidential
- Participate as part of the staff team to insure that a high standard of services is provided for the residents

- Participate in staff meetings and staff training opportunities
- Maintain a high standard of hygiene and personal appearance

Other:

- Must be able to work some evenings and weekends
- Must be able to operate an outdoor grill

6. Physical/Mental Requirements:

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- Must be able to stand for extended periods of time, complete repetitive tasks and lift heavy objects (up to 50lbs) on a regular basis
- Ability to make fast, logical decisions

7. Related Duties:

Additional duties related to this position may be added at the discretion of management.

Reviewed with employee: _____

Date

I hereby declare that the attached job description has been thoroughly reviewed with me on the above noted date and a copy has been issued to me.

Employee: _____

Signature

I hereby declare that the attached job description has been thoroughly reviewed with the employee on the above noted date and a copy has been issued to them.

Employer: _____

Signature