

## Recreation Coordinator

### **Organization Overview**

Operating 12 facilities including seniors' lodges, apartment buildings, and an affordable family housing complex, Heartland Housing Foundation is known as a strong, collaborative organization and a leader in the social fabric of the region. At Heartland Housing Foundation we are committed to our culture of service and excellence as we continue to serve the people of our communities.

### **Position Summary**

The Recreation Coordinator is responsible for assessing the needs of our residents, developing, planning, coordinating, implementing and evaluating the recreational programming ensuring all eight dimensions of wellness are targeted. Using a variety of recreational activities mediums the Recreation Coordinator will develop programming, schedule outings, invite participation from community groups, recruiting and scheduling volunteers, etc. to help engage the residents in life enriching activities. Working in collaboration with all Heartland Housing Foundation (HHF) lodges, the Recreation Coordinator will share and implement ideas to encourage consistent programming throughout the organization.

### **Responsibilities**

#### **Event, Activity and Program Execution and Evaluation**

- Develop, implement, coordinate and schedule all recreation programs and events
- Evaluate all site related programs and events to determine validity and effectiveness ensuring all dimensions of wellness is achieved for the residents within the lodge
- Coordinate the Volunteer Program, including: recruiting, interviewing, screening, training, monitoring, directing, supporting, evaluating and maintaining a personnel file containing appropriate documentation for each of the volunteers
- Actively participate in organizational recreation coordinated meetings by sharing ideas, implementing new strategies and providing meaningful feedback encouraging consistent programming and collaboration throughout the organization
- Liaise with residents, family members, volunteers and other service providers to identify concerns or provide information that has been observed with respect to a resident's health or abilities
- Undertake and/or provide direction to the Recreation Assistant(s) to prepare for, set-up, implement and/or assist others in the execution of tasks associated with events, activities, programs and special occasions as identified by the supervisor.
- Contact vendors, music services, churches, community groups, etc. to volunteer and/or provide assistance in specific program activities
- Organize planning meetings to coordinate with site departments (e.g. food services, maintenance, housekeeping) for activities that require their support associated with the planned event(s)
- Assist with the clean-up after events, programs and activities
- In collaboration with the Recreation Coordinators at other sites, organize, participate in and/or arrange for specific activities/programs/education with the celebrated campaign e.g. Seniors Week; Volunteer Appreciation; Fall Prevention
- Monitor and evaluate and adjust programming to ensure participation, satisfaction, meaningfulness and all dimensions of wellness is targeted and is meeting the site's recreational goals and objectives

#### **Leadership**

- Identify, investigate and with the approval of head office apply for potential grant/donor options

- Accountable for ensuring all recreational expenditures are accounted for, the budget is maintained, and feedback is provided to the site manager for variances and future recommendations

### **Supervision**

- Responsible for providing ongoing guidance, support, and basic coaching to ensure that the team members perform their tasks and duties effectively
- Organizing, prioritizing, planning and assigning work to adequately trained employees while coordinating with the operational needs
- With the support of the manager, participate in the recruitment, onboarding and orientation, and training of your team, as required
- With the support of the manager, provide input on the performance of team members and support the completion of performance appraisals and/or any performance management required
- Supporting the manager with scheduling needs, including filling shifts, workforce planning and time off requests from employees, as needed
- Supporting the manager with collecting and following up required documentation, paperwork and/or forms from staff
- With the support of the manager, responsible for resolving basic day-to-day operational issues and problems that arise within their team. This includes analyzing problems, proposing a solution(s), and making decisions to ensure the smooth functioning of the team and the achievement of objectives.
- With the support of the manager, responsible for handling basic conflict and disputes that may arise within their team, as needed
- Responsible for serving as a liaison between your team and higher management. This includes communicating organizational goals, policies, and procedures to your team members, as well as relaying feedback, concerns, and suggestions from the team to management.

### **Community/Stakeholder Relationships**

- Establish networks and collaborative partnerships with community groups, government agencies and other organizations to help support HHF resident housing services and initiatives which may include open houses, educational opportunities, seminars and information sessions
- With the Communication Manager, liaise with community groups, organizations and stakeholders to keep them informed of the work of the organization and to identify opportunities for support or participation in HHF recreation programs
- Participate in community meetings, information sharing and educational opportunities

### **Health, Safety and Environmental Stewardship**

- Support and abide by all safety management systems and promote a safety culture throughout the organization
- Respond to emergency situations as they arise providing the appropriate follow-up and documentation for the situation
- Review and assist to develop job related safe work practices and procedures
- Use lock out procedures or “out of order” signage and report issues and concerns to maintenance and management as required
- Use Personal Protective Equipment and follow universal precautions
- Participate in worksite inspections, health & safety meetings and committees as required
- Contribute to the organization’s commitment to improving its impact on the environment through day-to-day operations and seeking innovative ways to be a greener organization
- Undertake the performance of other assigned duties, including those specified on Job Task Lists, as required



### **Requirements**

- Post-secondary Degree in Recreation Therapy or a related field is required
- Three (3) to five (5) years of previous related experience in event coordination, recreation administration and management
- Proficient working knowledge of Microsoft Office programs and internet usage is required
- First Aid and CPR certification is required or must be attained soon after hire

### **Hours**

- 8:00am - 4:30pm (8 hours per shift)
- 40 hours per week
- Monday to Friday

### **Location**

- Dr. Turner Lodge
- 9422 94 Avenue, Fort Saskatchewan AB

### **Application Process**

Interested applicants, please forward your resume including what position and appropriate hours you are applying for. This position will remain open until filled. We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.

Heartland Housing Foundation offers competitive salary and benefits packages, training opportunities and an incredible work environment. The successful candidate will be required to provide an acceptable Criminal Records Check, 30 days current