Activity Director

REPORTS TO:
Executive Director.

SUMMARY:

The Activity Director is responsible for developing and coordinating a successful activity and volunteer program that supports age appropriate relevant activities for the residents of Bramalea Retirement Residence. Programs will focus on physical, psychological, social, emotional and spiritual activities for the residents. This includes internal and external communication about activities focused programming, which supports the abilities of all residents, frail or well and maintaining confidentiality of all facility information. The importance of family involvement and participation contributes to the success of the program. The Activity Director will commit to recruit, orient, train, assign and recognize volunteers as integral parts of the program. The Activity Director will work closely with care staff and volunteers to develop and coach a cohesive approach to running successful programs and activities. This individual promotes public relations and must possess the skills necessary to be creative, self motivated, as well as provide leadership and strong interpersonal skills.

QUALIFICATIONS:

A community college diploma/university degree in recreation or a university degree in psychology, sociology or gerontology plus a certificate in recreation/activation. Previous experience working with seniors, preferably in a retirement or long term care setting. Demonstrated leadership and organizational skills, creativity and high motivation. Demonstrated ability to supervise and motivate others (staff, students, volunteers). Familiarity with community resources. Working knowledge of Hazardous Analysis Critical Control Point (HACCP), Sanitation Code, Workplace Hazardous Material Information System (WHMIS),Occupational Health and Safety, RHR standards and Public Health inspections. Required to provide Police Vulnerable Sector Check upon hire Required to complete Orientation and all ORCA and in house training courses. Proficiency with word and excel programs. Must have a valid driver's license and willingness to obtain special class license if required. Must be flexible to work evenings and weekends where required.

FUNCTIONS:
1. Develop, implement and evaluate leisure programs and services to meet the psychosocial, physical, intellectual and spiritual needs of all residents.
2. Provide opportunities, wherever possible to involve residents in the planning, provision and evaluation of leisure, educational and fundraising activities.
3. Assess individual resident needs and provide ongoing documentation of resident progress.
4. Plan and prepare a monthly activity calendar and newsletter.
5. Co-ordinate with other departments to ensure all equipment and supplies are on hand for routine activities and special events.
6. Involve family, residents, staff, and community volunteers to participate as a regular part of the activities program with the assistance of the Executive Director.
7. Co-ordinate the Volunteer program including recruitment, training, supervision and evaluation and maintain volunteer records.
8. Maintain ongoing volunteer recognition program.
9. Facilitate the activities of the Residents' Council where appropriate.
10. Manage department budget. Organize and participate in fundraising activities where appropriate to benefit the resident activity program.
11. Supervise activity staff and students including hiring, orientation, training, scheduling, ongoing education and development, discipline and conducting annual performance appraisals.
12. Participate as an active member of the management team, regarding both resident care and residence operations.
13. Meet with resident as close as possible to admission date to assess the resident’s specific social interest needs. Take time to get to know each resident as an individual in order to provide stimulating activities to meet their varying interests. Provide information about the activities and volunteer program.
14. Takes responsibility for self-development of skills and knowledge related to job functions by reading current literature and attending workshops and seminars related to volunteerism/programming.
15. Flexible with other duties as assigned.
EFFORT AND WORKING CONDITIONS:

This is a position that requires a presence that reflects a healthy self-esteem and consistent calm demeanour. The Activity Director should have the intrinsic ability to care for and “about” the resident and their individual needs, with a focus on social support; demonstrate strong leadership and ability to work independently and as a team player.

**Working Conditions:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Importance</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Design, schedule, facilitate, and conduct activities for Bramalea</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Retirement Residence</td>
<td></td>
<td></td>
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<tr>
<td>Assist in developing annual budgets</td>
<td>High</td>
<td>Low</td>
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<tr>
<td>Collaborate with marketing and care departments to develop relevant</td>
<td>High</td>
<td>Medium</td>
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<tr>
<td>programs for each individual resident</td>
<td></td>
<td></td>
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<tr>
<td>Involve staff and volunteers in programming</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Evening, weekend and overnight on-call supervision required as part of</td>
<td>High</td>
<td>Low</td>
</tr>
<tr>
<td>the management team on-call roster</td>
<td></td>
<td></td>
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<tr>
<td>Recruit, train and recognize staff and volunteers</td>
<td>High</td>
<td>Medium</td>
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All interested applicants are encouraged to send their resumes via email to:

Elisabete Garcia-Refai  
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Bramalea Retirement Residence  
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www.BramaleaRR.com