

JOB POSTING



Position: Recreation Coordinator

Location: Silver Birch Place, Sherwood Park

Company Background

Operating 11 facilities including seniors' lodges, apartment buildings, and an affordable family housing complex, Heartland Housing Foundation is 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 a member of the frontline team at Heartland Housing Foundation (HHF). 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 and Supervision

- Responsible for the day-to-day supervision of the administrative team which includes participating in hiring, orientating, training, scheduling, performance managing, developing, workforce planning and health, safety, and wellness
- Organizing, prioritizing, planning, and assigning work to adequately trained employees while coordinating with the operational needs
- Identify, investigate and with the approval of head office apply for potential grant/donor options
- Accountable for ensuring all recreational expenditures are accounted for, budget is maintained, and feedback is provided to the site manager for variances and future recommendations

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

Working Conditions

- Ongoing customer service and communication with staff, residents, volunteers and visitors
- Physical activity involving walking, standing, bending, and lifting
- Must be able to lift, push and pull equipment and supplies in accordance with the position's Physical Demands Analysis document
- Occasionally may be required to handle, clean, dispose, or move objects or materials and perform the cleanup of blood, infectious materials and/or other biohazards
- May handle and work with various cleaning products
- Shifts flexibility is required, as occasionally scheduled events and activities may create overtime

Hours

- Monday to Friday
- 8:00am – 4:30pm
- Occasional weekends or evenings for special events

Application Process

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.

If you are interested, please apply here <https://ca.indeed.com/job/recreation-coordinator-91aed42ad166a8e5>