



Position Description

Pine Valley Lodge Activity Coordinator

July 12, 2021

Position: Activity Coordinator

Reporting Relationship: Lodge Administrator

Work Environment/Position Overview

Directly reporting to the Lodge Administrator, the Activity Coordinator is accountable for: Administrative Duties, Quality Control, Resident Relations, Program Planning, Program Implementation, and Volunteer Management as outlined. This position entails a high level of interaction with seniors and requires some physical endurance (e.g. manoeuvring wheelchairs). Offsite day trips are occasionally scheduled.

Positional Accountability Areas

Accountability Area	Primary Job Functions	Performance Standards
Qualifications	<ul style="list-style-type: none">• Attend professional development courses as required by Lodge Administrator & Chief Administrative Office, (CAO)• Administrative skills	<ul style="list-style-type: none">• Demonstrates the knowledge and skills required for success within the position• Social and Leisure Services calendar accurately reflects daily activities.
Quality Control	<ul style="list-style-type: none">• Ensure all policies & standards are adhered to• Maintain confidentiality and adhere to the dictates of the Provincial FOIP and Persons in Care Acts• Be pleasant, respectful and professional in dealings with all residents, staff and visitors and provide a warm home-like atmosphere at all times• Keep an open mind to new ideas through contact with outside sources• Share information with other Activity Coordinators and participate in scheduled meetings	<ul style="list-style-type: none">• Residents are provided social and leisure opportunities that enhance their personal wellbeing and social needs• Government accommodation standards are met• Volunteer staff fulfill their roles• Required documentation is complete, accurate and available upon request• Budget is adhered to & accountability enforced
Management Assistance	<ul style="list-style-type: none">• Assist with keeping files current• Keep identified master copies of all forms for photocopy purposes• Assist with kitchen inventory and menu planning, when required	<ul style="list-style-type: none">• Regular filing ensures information is kept up to date• Original or Master copies must be maintained in order to have quality forms

Accountability Area	Primary Job Functions	Performance Standards
Resident Relations	<ul style="list-style-type: none"> • Provide resident orientation of Activity Programs • Complete Leisure Survey with all new residents within their first 2 weeks of move in • Maintain positive rapport with residents • Determine individual and overall interests of residents • Communicate available programs and upcoming events • Develop and maintain resident recreational profiles • Provide information pertaining to social, leisure and spiritual opportunities offered within the community • Encourage and support seniors' associations • Participate in Resident and Family Council when required • Organize exercise and fitness programs, encouraging participation 	<ul style="list-style-type: none"> • Residents are aware of the programs available to them and feel welcome and are encouraged to participate • Newsletter and Activity Calendar are distributed on the first day of the month • Monthly Activity Calendar is easily read and understood by residents • Residents are personally invited to participate • Resident preferences are up-to-date and accurate • Conflicts are handled skillfully and in adherence to policy
Program Planning	<ul style="list-style-type: none"> • Determine life enrichment activities and events that meet resident mental, physical, social and spiritual needs • Develop Activity Calendar and schedule; post on website • Forward pictures of activities to Administrative Assistant for posting on Facebook • Evaluate activities and events for suitability to the needs and activity levels of the residents • Plan for and decorate lodge for special occasions • Plan & execute parties, games and other events & notify residents, families, media etc. as necessary • Plan and facilitate local and out of town trips for residents; arrange transportation and volunteers 	<ul style="list-style-type: none"> • Activities are based on resident interest and participation • Activities are designed to meet the physical, emotional, intellectual, spiritual, cultural, and sensory needs of residents • Social and leisure activities promote resident wellbeing and enjoyment • Residents express satisfaction with variety of activities • Programs meet government standards • Staff and volunteer input is utilized

Accountability Area	Primary Job Functions	Performance Standards
Program Implementation	<ul style="list-style-type: none"> • Conduct activity & event preparation according to approved schedule • Lead activities • Monitor and document activity and event participation • Coordinate craft and fund raising activities in cooperation with Seniors Society /Auxiliary • Promote & facilitate interaction between residents and school students • Maintain contact between Lodge & any other local senior-related groups • Promote interaction between residents and families through invitation & participation • Promote the Lodge by including families and the public 	<ul style="list-style-type: none"> • Participation is high • Maintain lists of participants for statistical purposes • Residents feel activities are well led and organized • Residents have adequate supplies for scheduled activities • Residents are treated with dignity and respect • Both autonomy and group interaction is encouraged and supported • Programs enhance resident's self-esteem and wellbeing • Records are maintained and accurate
Health & Safety	<ul style="list-style-type: none"> • Participate in fire drills and procedures including resident evacuation & extinguisher usage 	<ul style="list-style-type: none"> • Knows and follows safe work procedures • Government accommodation standards are met
Volunteer Management	<ul style="list-style-type: none"> • Recruit and retain volunteers to support resident activities and fund-raising events • Provide volunteer orientation • Train volunteers according to "The Canadian Code for Volunteer Involvement" (CCVI) • Organize daily tasks • Supervise and evaluate volunteers 	<ul style="list-style-type: none"> • Adequate volunteers are in place for each event • Vulnerable Sector checks are filed for volunteers who provide direct services to residents • Recruitment is designed to attract volunteers with diverse backgrounds and skills • Skills and interests of volunteers match event requirements • Volunteers know and adhere to the CCVI • Performance reviews are conducted for each volunteer

Accountability Area	Primary Job Functions	Performance Standards
Recreational Inventory & Financial Management	<ul style="list-style-type: none"> • Develop and maintain inventory control system; ensure supplies and equipment are kept secure • Purchase activity supplies within budget guidelines • Track monies for fund-raising activities • Acquire gaming/liquor licences, if necessary • Deposit all monies regularly and forward information to Finance Manager 	<ul style="list-style-type: none"> • Residents have adequate supplies for scheduled activities • Supplies are organized and returned to their designated locations • Monthly costs to date are within budget • Invoices accurately reflect inventory received

Required Skills for Activity Coordinator Position

<p>Communication Skills</p> <ul style="list-style-type: none"> • Informing • Listening • Presenting • Writing <p>Decision Making Skills</p> <ul style="list-style-type: none"> • Analyzing • Fact Finding • Innovating • Judgement • Organizational Awareness • Problem Solving • Systemic Thinking <p>Developing Others Skills</p> <ul style="list-style-type: none"> • Coaching • Performance Management • Providing Feedback • Volunteer Staff Development <p>Organizational and Planning Skills</p> <ul style="list-style-type: none"> • Filing of materials • Accurate paperwork 	<p>Cooperation Skills</p> <ul style="list-style-type: none"> • Discussing issues • Following • Guiding • Cooperating • Leading • Patience • Understanding <p>Quality Skills</p> <ul style="list-style-type: none"> • Monitoring • Satisfying Resident Requirements <p>Leadership Skills</p> <ul style="list-style-type: none"> • Empowering • Facilitation • Influencing • Leading By Example • Providing Recognition • Team Building <p>Personal Initiative Skills</p> <ul style="list-style-type: none"> • Contributing to a Positive Work Environment • Personal Development • Proactivity • Professional Development • Striving For Excellence 	<p>Planning Skills</p> <ul style="list-style-type: none"> • Action Planning and Organizing • Budgeting • Project Management • Recruitment • Time Management <p>Relationship Skills</p> <ul style="list-style-type: none"> • Conflict Management • Meeting Skills • Negotiating • Networking • Relationship Building • Teamwork • Loyalty <p>Safety, Health and Environment Skills</p> <ul style="list-style-type: none"> • Crisis Management • Fostering Organizational Wellness • Supporting a Safe Environment
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Required Knowledge

- Demonstrates an understanding of the capabilities and interests of seniors
- Demonstrates organizational and planning skills
- Demonstrates interpersonal skills
- Demonstrates adaptability skills

Education and Experience Requirements

- High School diploma
- First Aid, CPR, WHMIS
- Activity Coordinator Certificate
- Previous work experience with seniors
- Previous experience with volunteer groups