

## **TABOR COURT JOB DESCRIPTION**

**JOB TITLE: RECREATION AND VOLUNTEER  
COORDINATOR**

**DEPARTMENT: RECREATION**

**CLASSIFICATION: EXCLUDED**

**REPORTS TO: FACILITY MANAGER**

### **JOB SUMMARY:**

In accordance with the Tabor Home Society Mission and Value and under the direction of the facility manager, the Recreation and Volunteer Coordinator will:

- Provide leadership and coordination of recreation and volunteer services at Tabor Court.
- Develop and evaluate recreation programs that meet the physical, intellectual, spiritual and social needs and interests of the residents.
- Liaise with the multidisciplinary team and applicable community agencies.
- Provide individual resident assessments and facilitate the implementation of resident specific interventions.

### **DUTIES & FUNCTIONS:**

1. Within the established mission and vision of Tabor Court, facilitates the development and maintenance of recreation programs through individual resident assessment; plans, implements, and evaluates recreation services and ensures that programs reflect current trends in programming for assisted living facilities.
2. Participates in the hiring, orientating, and training of volunteers; acts as a team leader to volunteer staff, including work assignments, scheduling of hours and assisting in evaluating performance.
3. Participates as a member of the management team.

4. Participates in the development of standards of practices in the area of recreation/volunteer services.
5. Assesses, maintains and purchases equipment and supplies for recreation programs; discusses major purchases with the Facility Manager.
6. Under the direction of the Manager, plans, implements, and monitors the department's operating and capital budget.
7. Provides day-to-day leadership for all recreation and volunteer functions, including regularly scheduled events, special events, and outings.
8. Demonstrates knowledge and understanding of the recreation process as evident through planning and implementation of recreation programming.
9. Communicates and works effectively with tenants, families and interdisciplinary staff; using tactful, diplomatic communication techniques and showing empathy and support.
10. Encourages and seeks out members of the community as part of the overall recreation and volunteer program. Promotes positive public relations through publishing of special events, generating sympathy and involvement in the community, and acting as an ambassador and public relations representative when dealing with the public.
11. Evaluates and implements changes to recreational programming to meet the needs of residents in order to maintain optimal levels of tenant involvement, choice, and independence. Supports tenants in their desire to pursue new skills. Facilitates Tenant-initiated projects by assuring the Tenant has tools and equipment to pursue their interests and to complete their project.
12. Produces a monthly newsletter that includes a monthly recreation and events calendar.
13. Oversees the scheduling, chairing and minute taking of the monthly Tenant meetings.
14. Performs other related duties.

## **QUALIFICATIONS:**

To perform job successful, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION:**

Graduation from a recognized degree or diploma program in recreation, with a current registration in the appropriate professional organization plus a minimum of two years recent related experience or an equivalent combination of education, training and experience.

## **SKILLS & ABILITIES:**

- Excellent organizational skills.
- Ability to work independently and to develop and maintain effective interpersonal relationships.
- Above average oral and written communication skills.
- Excellent computer skills in the Microsoft Windows environment.
- Demonstrated skills in leadership, program development, and program implementation.
- Knowledge of body mechanics, lifting, and transferring.
- Physical and emotional ability to carry out duties.
- Ability to develop and maintain effective interpersonal relationships.
- Ability to operate related equipment.

**DATE IMPLEMENTED:**      **September 19, 2011**

**APPROVED BY:**              **Facility Manager**

**DATE APPROVED:**          **September 20, 2011**