



Riverstone Retirement Communities – Maplewood

Position: Activities Manager

Location: Ottawa, ON

Employment Type: Full-Time, 37.5 hours weekly

Reports to: General Manager

QUALIFICATIONS:

Education:

- Diploma in Recreation and Leisure Services

Background:

- Minimum of three years' related experience, preferably in health care industry
- Knowledge of business equipment and computer applications, such as MS Office, Yardi, payroll processing software, etc.

Personal Requirements:

- Demonstrate organizational, leadership and animation skills
- Work as part of a team
- Capable of adapting to different situations and change
- Keen interest in working with seniors

FUNCTIONS:

- Plans, develops, organizes, implements and evaluates overall quality of recreation and leisure programming offered by the activity department;
- Interview, hire, orientate, train and evaluate all departmental staff and volunteers;
- Plans and organizes regular volunteer appreciation and recognition events;
- Schedules staffing and volunteers to ensure complement matches resident needs;
- Ensures all members of activity department, including volunteers, are knowledgeable and aware of the regulations, policies and procedures and follow them as outlined;
- Performs initial and ongoing activity assessments of residents' needs and preference;
- Ensures that activity profiles are developed thoroughly and utilized by activity staff;
- Assists Resident's Council as requested, including but not limited to typing minutes, setting up for meetings, advertising meetings and assisting with special event;
- Develops and distributes daily, weekly and monthly activity schedules;
- Provides programming that reflects the social, spiritual, physical and intellectual needs of all residents by planning varied activities in both large and small groups. Programming should be held during day, evening and weekend hours, and must include off site programming such as special outings and shopping trips;
- Publishes a high-quality facility newsletter on a monthly basis, for distribution to residents and to prospects who are touring;
- Liaison with community to maintain awareness of events for seniors;
- Maintain accurate financial records for Tuck Shop, Bazaars, Craft Sales, etc.;
- Informs management team of upcoming special events and theme days and encourages and coordinates participation;
- Is readily available to all volunteers for problem consultation, for guidance in problem resolution and can demonstrate effective consultation skills with residents and families;
- Coordinates quality assurance, infection control and health and safety programs as it pertains to the activity department;
- Assists in all aspects of marketing of the facility, including coordinating and directing marketing activities, utilizing site staff, conducting tours and responding to inquiries;
- Participates in committees and encourage staff and volunteers to do the same;
- Provides adequate supplies and equipment for activity personnel;
- Assists General Manager in developing and maintaining departmental budget;
- Responsible for delivery of orientation and training program in accordance with RHA and other legislative bodies.

To apply please email your resume and references to **Snjezana Kulic, skulic@riverstoneretirement.ca** or call **613-656-0556**