



**Riverstone Retirement Communities – Oakpark**

**Position:** Activities Assistant

**Location:** Ottawa, ON

**Employment Type:** Casual, Various Shifts

**Reports to:** Activities Director

**JOB SUMMARY:**

The Activity Assistant shall assist in providing a comprehensive activation program. The Activity Assistant shall be responsible for segments of the overall programming that focuses primarily on areas which are rehabilitative in nature and includes physical, psychological, emotional and spiritual aspects.

**QUALIFICATIONS:**

**Education:**

- Diploma in Recreation and Leisure Services or Equivalent Education and Experience

**Background:**

- Experience in Leisure with seniors

**Personal Requirements:**

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

**FUNCTIONS:**

- Participate in the planning, organization, promotion and evaluation of activities;
- Animate individual and group activities;
- Encourage residents to participate in activities of their choice;
- Assist residents during activity time;
- Keep attendance record of all activities;
- Encourage volunteer and family member participation in activities;
- Participate in departmental staff meetings;
- Participate in in-service training programs;
- In collaboration with the Activities Manager, participate in a three-month probationary evaluation and annually thereafter;
- Is aware and endeavours to respect and promote Resident Rights and Responsibilities;
- Adhere to all policies and procedures of the recreation department.

To apply please email your resume and references to **Brittani, [bfawcett@riverstoneretirement.ca](mailto:bfawcett@riverstoneretirement.ca)** or call **613-260-7144**