



**Riverstone Retirement Communities – Timberwalk**

**Position:** Activities Manager

**Location:** Ottawa, ON

**Employment Type:** Full-Time

**Reports to:** General Manager

We're putting a new face on the look of retirement living in Ottawa. Designed and built by Claridge Homes and operated by Riverstone Retirement Communities, our residences offer an unmatched level of comfort, dignity and style. Riverstone Retirement Communities provides a highly respected continuum of care that ensures all residents are happy and healthy in their retirement. They also feature a host of amenities and services, enabling people to create the lifestyle they deserve. Properties include a first-rate team of professional staff offering a selection of care alternatives: independent living, residential care and assisted living. Riverstone Retirement Communities is not stopping there as we are already forging ahead with a number of other retirement opportunities. Our continuously growing team is currently seeking a Full-Time Activities Director.

**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.
- Bilingualism in French and English preferred

**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;
- 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

To apply please email your resume and references to **Lynda Clingen** [lclingen@riverstoneretirement.ca](mailto:lclingen@riverstoneretirement.ca)