

RECREATION COORDINATOR (TEMP.) – JOB DESCRIPTION

JOB SUMMARY:

Ross Place is an all-inclusive senior's community in the heart of historic Victoria, BC. Our vibrant residence has been voted Best in the City for 3 years and offers 142 independent living suites and 40 Island Health subsidized assisted living suites. Ross Place is proudly owned and operated by VRS Communities Society, a local non-profit organization with a 50-year reputation of providing honest, inclusive services and housing.

Ross Place is seeking a Temporary Recreation Coordinator for maternity leave coverage, who is able to work in a fast-paced team environment. Under the direction of the General Manager, the Recreation Coordinator will be responsible for a variety of duties, which includes, but not limited to the following:

- Overall coordination and supervision of the recreation programs, services, and events based on the needs of the residents;
- Manage all aspects of the recreation team including employees, volunteers, and coordinators, (hiring, training, orientation, performance evaluations, service expectations);
- Promote the programs through monthly activity calendars, newsletters, coverage of events;
- Communicate the activities of the department to residents, staff, families and the community to encourage participation in programs;
- Participate in initial orientation of residents and assess their interests and activity needs;
- Supply and coordinate with volunteer residents the operation of the Tuck Shop;
- Drive 16-person Ross Place bus on activities and outings;
- Manage the bus inspections. Record, schedule, and arrange regular maintenance and evaluations;
- Responsible for the fiscal management of the department. Oversee the department budget(s) to ensure that costs are maintained within budgetary guidelines
- Participate as a member of the management team and provide support to the other members of the team;

QUALIFICATIONS:

- Diploma in Recreational Therapy or similar is considered an asset;
- Experience related to running activities in a senior's facility;
- Minimum of one year in a manager or supervisor role;
- Valid Class 4 unrestricted BC Driver's License with clear driver's abstract;
- Must be willing to work hours necessary to ensure the effective operations of the programs;
- Critical thinker and problem solver, detailed and organized. Able to manage time, workload and conflicting priorities effectively and efficiently;
- Current First Aid, CPR and Serving it Right;
- Must be fully vaccinated against COVID-19. Proof of vaccination is required upon hire;
- Must pass a Criminal Record Check for working with Vulnerable Adults;
- Tuberculin skin test completed within probationary period.

PLEASE SEND RESUMES TO: molly@vrs.org



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Job Type: Full-time, Fixed term contract (Maternity Leave Replacement)
Contract length: 19 months

Schedule:
8-hour shift
Sunday to Thursday; may require some evening shifts.

****All applicants must be vaccinated with at least two doses of the COVID-19 vaccine. Proof of vaccination is required upon hire.**

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