



## **Activity Director**

**Reports to: General Manager**

### **Qualifications:**

1. Previous experience working with seniors, preferably in a retirement residence or long term care setting.
2. Activation Certificate or demonstrated previous experience with event planning, organization and implementation.
3. Clear Vulnerable Persons Screening dated with ten months prior to employment start date.
4. TB Skin Test dated within 14 days prior to start of employment.
5. Creative and highly motivated.
6. Familiarity with community resources.
7. Excellent command of the English language, both written and oral.
8. Familiarity with computers: able to use E-Mail, Microsoft Office Word and Excel.
9. Be able to communicate effectively with residents, family members and staff.
10. Able to work as part of a team and to work independently.

### **Duties:**

1. Develop, implement and evaluate leisure programs and services to meet the psychosocial, physical, intellectual and spiritual needs of all residents.

2. Create a varied and balanced monthly residents' calendar which meets the needs noted above and those of interest to residents.
3. Produce the monthly newsletter which includes regular departmental messages, facility happenings and events, articles of interest, stimulating games or puzzles, etc.
4. Promote the facility by inviting members of the community to participate in regular and special events and presentations, making use of computer based community calendars, flyers etc. and arranging for coverage of events by local newspapers, etc.
5. Communicate regularly with all residents to determine/update social history, physical ability and behaviours, spiritual lifestyle, important memories and losses, hobbies, and interests and connect them with others who share similar interests.
6. Provide regular opportunities for residents to contribute in the planning, implementation and evaluation of events and activities.
7. Manage facility décor, including dining room table centerpieces
8. Manage department aides and volunteers, including recruitment, training, supervision and evaluation of same
9. Organize and chair a monthly residents' meeting and facilitate the development of a Residents' Council should the residents request one.
10. Manage departmental budget including managing supplies and operation of the Tuck Shop.
11. Organize and participate in fundraising activities to benefit the residents' activity program.
12. Ensure all activity areas are clean and in a safe condition.
13. Encourage and escort residents to programs, enlisting the aid of other staff members as required.
14. Participate as an active member of the interdisciplinary and management teams, regarding both resident care and facility operations.
15. Be aware of able to respond to special needs of residents and/or family members.

16. Develop and/or maintain positive relationships with community organizations.

17. Participate in the organization and implementation of on-going staff training.

18. Co-ordinate activities such as:

- Exercise
- Arts and Crafts
- Games and Trivia
- Fundraising
- Cocktail Bar
- Tuck Shop
- Karaoke
- Recognition of Birthdays
- Outside entertainment
- Movie Nights
- Seasonal Parties
- Personal shopping
- Educational presentations / classes
- Library services
- Coverage of current and special events
- Participation in community events