



RECREATION FACILITATOR

JOB POSTING

Position Title:	Tenant Activities Coordinator	Employee Group:	Permanent Full-Time
Department:	Activation, TNO	Classification:	Tenant Activities Coordinator
Posting #:	ACT COOR PERM FT 2022-06	Hourly Rate:	TBD
Application Deadline:	November 4, 2022 - 0900 h	Hours/Pay:	75 hours per pay
Application Details:	Complete an internal application form and submit to HR Dropbox	Hours:	TBD
Start Date:	ASAP		
	✓First Posting	Second Posting	

Under the direction of the Director of Programs and Services, the tenant activities coordinator is responsible for the organization and implementation of outings, speakers, events, clubs and other activities that increase the well-being and quality of the tenants and support the Holland Christian Homes (HCH) community.

Specific responsibilities include:

- Ensure that the Towers Activities Manual is maintained, and contains goals and objectives pertinent to the department.
- Research new activities, events, seminars and programs that can be held at Holland Christian Homes.
- Encourage and motivate tenants to utilize the facilities and resources available.
- Work with other departments to provide meaningful activities and celebrations for tenants.
- Maintain the budget for the Towers Activity Department along with the Manager.
- Create and maintain slides for HCH Channel 990 programming, as well administering the billing of vendors who advertise on our internal TV channel.
- Take a lead role in developing new programs which support all domains.
- To maintain/identify equipment safety and supply demands of programs.
- To coordinate/collaborate communications with volunteer manager and Pastors of Heritage Christian Reformed Church for continuity of tenant programs.
- Create and market events and clubs within the HCH complex.
- Collaborate with external organizations to enhance programming and liaise with community partners.
- Coordinate bi-weekly Speakers Forum events and weekly vendor visits, including billing for space and advertising.
- Update activities and events to be posted on the HCH website (including monthly calendar of events).
- Promote a safe workplace through hazard reporting, adherence to safe work practices, and participation in safety training.
- Work with Manager and recreation staff of HCH to establish programs that will benefit HCH community.
- Provides appropriate support to tenants/HCH who have reported actions that are contrary to our Health & Safety program, or who have engaged in actions that are contrary to the Standard or any HCH policies.
- Attend educational and learning opportunities within the community to keep abreast of new developments within the field of tenant services/senior living, Human Resources, technology etc.

Qualifications:

- Degree in recreation with relevant courses in gerontology or a diploma from a recognized Community College in Recreation Leadership or Activation.
- Able to relate to and integrate a Christian perspective in programming.
- Proven skills in planning, coordinating, leading and communicating a full Recreation Program.
- Knowledge of current trends in recreation with seniors.



- Ability to access a variety of community resources
- Ability to work flexible hours (evenings, weekend) as programs/events require.
- Ability to demonstrate diplomacy and professionalism when working with families and other professionals.
- Demonstrated success in communicating with all levels of the organization that includes communicate effectively with staff, residents, families/visitors delivery/service personnel and the general public.
- Excellent problem solving, conflict resolution, and decision-making skills.
- Good judgment skills and the ability to handle and maintain confidential information
- Ability to work independently as well as function as part of a multi-disciplinary team.
- Ability to be proactive and take initiative where required.
- Ability to work under conditions of frequent interruption, being undisturbed by the complexities and variety of minute details.
- Competence in computer applications including Microsoft Office Programs including but not limited to Outlook, Excel, Publisher, and teams.
- Demonstrated ability to observe boundaries, engage in appropriate emotional regulation, refrain from dual relationships with residents, maintain confidentiality, and engage in reasonable self-care strategies designed to reduce stress by balancing work/life responsibilities.
- Ability to read, write, and speak English. Ability to understand and/or speak the Dutch language an asset.
- A satisfactory and current Vulnerable Sector Screening.
- A satisfactory 2 step TB test.

Must be available for weekend work as per the Collective Agreement, and to work all shifts and all areas if required by the Director of Programs and Services

**Interested and qualified applicants should forward an Internal Application in confidence, to:
Human Resources – Deposit in Drop Box Beside Room # 116 Old Wing A Faith Manor**

Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals. Holland Christian Homes is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please inform Human Resources.

Positions will be awarded based on Seniority as defined by the Collective Agreement.

Disclaimer: In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.