

**POSITION: ENTERTAINMENT AND ACTIVITIES  
COORDINATOR****JOB POSTING #:****DEPARTMENT:** Huron Lodge**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543192**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.13**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$26.20 to \$30.80 per hour (2012)**HOURS PER WEEK:** 40.00**DUTIES:**

Reporting to the Director of Resident Services, will be responsible for organizing, coordinating and facilitating social, entertainment, cultural, educational and religious programs for the residents. Will design and implement a variety of daily, weekly and yearly programs. Programs will be developed to suit the residents and their special needs. Yearly assessments must be completed to ascertain appropriate program outline for the year. Organize monthly outings for residents; coordinate all programs with other staff and the Auxiliary; arrange and maintain a calendar of events to be posted throughout the Home; will assist the Adjuvants and Craft Worker as necessary; responsible for facilitating and maintaining community integration involvement. Will coordinate recreation services with other internal and external services and/or community agencies. Will implement activities to monitor, evaluate and improve quality of life for all residents. Must develop and maintain programs to assist in identifying the need for volunteers; must coordinate, implement and supervise a student and volunteer program; will work with Huron Lodge Auxiliary and as necessary with Residents' Council. Must ensure accurate documentation of recreation and other services to residents; must facilitate and implement quality activities for the area; must be able to liaise with the interdisciplinary team and family members as required; must be involved in the development and implementing of goals, objectives, policies, procedures, planning for the recreation and leisure service delivery; must prepare written reports with statistical and related program activities; responsible for all aspects of fundraising. Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Perform other related duties as required.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus a three (3) year post secondary University degree or diploma from a Community College in Recreation and leisure studies, therapeutic recreation, kinesiology from a community college or university or related discipline (i.e. programs related to gerontological recreation) or Ontario Ministry of Education equivalencies;
- Must have over one (1) year experience in a long term care facility or related services with experience dealing with Ministry of Health Inspectors;
- Must have demonstrated leadership and organizational skills;
- Must have excellent communication skills and experience with program development;
- Must have knowledge of community services and interpersonal skills;
- Must be computer literate, in particular Microsoft Suite of Products (Outlook, Word and Excel);
- Must understand and respect the ongoing changing needs of the elderly;
- Must demonstrate an ability to motivate, organize and teach;
- Courses in gerontology will be considered an asset.

**POSTING SPECIFICS:****Posting Period:**

- at 8:30 AM to at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

**Who May Apply:**

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

**How To Apply:**

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

**Apply To:**

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

**Updated:**

- By Human Resources March 8, 2012