



CATEGORY: JOB DESCRIPTION
JOB TITLE: **ACTIVITY COORDINATOR**
CATEGORY NUMBER: JD-709-08

Report to: Lodge Manager
Hours of Work: As designated by the Manager
Probation Period: Three (3) Months

Position Summary:

- The Activity Coordinator is responsible for developing and implementing an effective activities program for the residents at the lodge.
- May be assigned responsibility of the lodge in the Manager's absence

Duties and Responsibilities

- It is the responsibility of the Activity Coordinator to maintain a professional relationship with the residents of the lodge by performing the duties identified for this position in a courteous, efficient manner.
- To encourage Residents to participate in programs that will increase or maintain their optimum level of physical, spiritual and mental well being.
- To encourage social interaction between residents and the community at large.
- To encourage the independence of each resident.
- To work cooperatively and confidentially with the Lodge Manager.
- Adhere to and participate in the Health and Safety Procedures and Policies of the Foundation.
- Perform all duties in a safe and efficient manner.
- Ability to work effectively with volunteers.
- Must follow the defined lines of communication.
- Other related duties as assigned by the Lodge Manager.

Qualifications:

- Ability to work closely with senior citizens.
- Good communication skills.
- Formal education in an area related to recreation or service to seniors would be an asset..
- A valid driver's license with access to a vehicle.