

POSTING



RECREATIONAL ACTIVITY COORDINATOR

Permanent Part Time (21 hours per week)
(May require working evening/weekend shifts)

Ted Kuhn Towers

Engages community service providers and partners to develop appropriate and accessible services in the Ted Kuhn community. Develops and plans activities, outings, and events for residents at Ted Kuhn. Responsible for developing programs, staffing the events and overseeing the implementation of activities.

KEY DUTIES AND RESPONSIBILITIES

- Adheres to the policies and standards of Options Community Services Society (OCS), as Established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Interview, orient residents and assess their abilities to participate in events.
- Plan, implement, facilitate and assess activities as they relate to the residents.
- Schedule activities to take into account the desire of the residents.
- Provide ongoing assessment and evaluation of resident interest and need.
- Ensuring a safe environment for activities to take place and make sure all equipment is well maintained and safe.
- Transport residents as needed.
- Collaborates with other professionals as needed.
- Liaises with other community services and organizations.
- Assess strategy on an ongoing basis to ensure effectiveness of service.
- Establish and maintain a positive working relationship with other staff, volunteers, residents and other professionals.
- Maintain professional growth and keep up to date on trends related to the responsibilities of the position.
- Makes recommendations with regard to the development of the program and participates in program evaluations.
- Perform other duties as needed to ensure the successful operation of the program.
- Follow written and verbal directives from the immediate supervisor, Executive Director or designate.

QUALIFICATIONS

Education, Training, and Experience:

- A Bachelor's degree or a related combination of education and experience.
- Current Level I First Aid certificate.
- Class 5 B.C. Driver's License required.
- Access to an appropriately insured personal vehicle for work purposes.

NOTE: Applicants not selected for an interview will not necessarily be notified.
Options Community Services Society is an equal opportunity employer
committed to hiring a diverse workforce.

Posted: 07/19/2019

OCS Posting #:A21382

Job Skills and Abilities:

- Effective interpersonal and facilitation skills.
- Must be able and willing to work shifts including weekends and evenings.
- Must demonstrate an ability to work effectively with the client group.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Demonstrated ability to develop program related reference and resource materials.
- Commitment to a problem solving approach.
- Proficient in computer skills.
- Knowledge of event planning practices and techniques.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain confidentiality.
- Must be sensitive to and respectful of cultural and lifestyle diversity.
- Crisis Line experience an asset.

* An eligibility list will be maintained for up to 6 months. [Eligible applicants may be offered a casual position]

CLOSING DATE:

Resumes will be reviewed starting [July 26, 2019] but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO:

Divender Rai, Program Manager
Options Community Services Society

Email: tk.employment@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21382] and outlining your qualifications and related experience for the position.