

KIWANIS VILLAGE NANAIMO

POSITION DESCRIPTION: RECREATION ASSISTANT - HOUSING

DEPARTMENT: RECREATION DEPARTMENT

REPORTS TO: MANAGER, LEISURE SERVICES

ROLE SUMMARY:

Under the direction of the Recreation Manager, positions at this level carry out an established activity program.

DUTIES AND RESPONSIBILITIES:

1. Carries out resident activity programs such as arts and crafts, sports, music, games, cooking, cognitive programs, gardening, bingos, special events and exercises as directed. Sets up and organizes furnishings and equipment for activity programs. Provides a safe environment, teaches methods of related activities to residents, supervises resident activities and reports problems and/or changes to Recreation Director.
2. Carries out residents' activity programs outside the facility. Checks that resident has appropriate clothing, equipment and supplies required for the activity. Co-ordinates the movement of residents during the activity and teaches method of related activities.
3. Provides direction to volunteers during activity programs and demonstrates related methods as required.
4. Maintains inventory of equipment, tools and supplies. Reports any problems to Recreation Director.
5. Drives designated vehicle for community outings as per facility standards. Completes pre-trip and post-trip inspections.
6. Performs other related duties as assigned activities.

QUALIFICATIONS:

A. Education, Training and Experience:

Completion of a recognized Activity Assistant Program.
Valid BC Class IV driver's license (unrestricted)
Serving it Right
Food Safe

B. Skills and Abilities:

Ability to communicate effectively both verbally and in writing.
Ability to deal with others effectively.
Physical ability to carry out the duties of the position.
Ability to teach.
Ability to organize work.
Ability to operate related equipment, such as an 11-25 passenger, lift equipped van.