



# *Provincial Job Description*

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**TITLE:**  
**(023) Recreation Coordinator**

**PAY BAND:**  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Develops, plans, organizes, implements and validates programs to meet the social, cultural, recreational, physical, mental, emotional and spiritual needs of the clients/patients/residents.**

***QUALIFICATIONS:***

- ◆ **Therapeutic Recreation diploma**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Intermediate computer skills**
- ◆ **Interpersonal, organizational and communication skills**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license, where required by the job**

***EXPERIENCE:***

- ◆ **Previous: No previous experience.**

## ***KEY ACTIVITIES:***

### **A. Activities / Events**

- ◆ Develops, plans, organizes, schedules and implements recreational programs and activities for clients/patients/residents.
- ◆ Coordinates and arranges for portering/transportation for clients/patients/residents (e.g., medical appointments, facility functions).
- ◆ Ensures recreation areas are secured to match the cognitive/physical needs of clients/patients/residents.
- ◆ Validates and arranges resident-specific activities.
- ◆ Coordinates various services (e.g., library, pastoral care and volunteer).
- ◆ Coordinates and provides set up, decorating and clean up following activities.
- ◆ Maintains activity and storage areas.
- ◆ Attends to client/patient/resident individual needs and interests (e.g., shopping/social functions).
- ◆ Maintains communication for clients/patients/residents and staff (e.g., communication books, daily whiteboards, calendars and newsletters).
- ◆ Advocates on behalf of clients/patients/residents.
- ◆ Records client attendance for billing purposes.
- ◆ Directs and supervises clients/patients/residents and volunteers.

### **B. Coordination / Administration**

- ◆ Plans volunteer programs; recruits, interviews and schedules volunteer applicants.
- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Schedules and coordinates volunteers.
- ◆ Provides input into budget and ensures compliance within budget guidelines.
- ◆ Orders, purchases and maintains supplies and equipment.
- ◆ Provides input into and ensures compliance with policies and procedures.
- ◆ Acts as a liaison with other departments.

### **C. Evaluation / Documentation**

- ◆ Evaluates and documents client/patient/resident needs and abilities.
- ◆ Develops goals and assessment process for each activity carried out.

**D. Communication / Public Relations**

- ◆ Acts as a liaison with clients/patients/residents, resident councils, families and outside agencies.
- ◆ Maintains relationships with auxiliary groups, service clubs and schools.
- ◆ Coordinates fundraising and grant applications.
- ◆ Participates in client/patient/resident care plans and multi-disciplinary/family meetings.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Date: 2005**

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