

## Recreation & Leisure Coordinator

**Reporting to:** Executive Director  
**Hours of work:** Full-time, 35-40 hours per week. Occasional evenings and working one shift every second weekend.

Grace Village is a non-profit organization committed to providing essential nursing care for seniors, many of whom have experienced a loss of autonomy. In our Grace Village care pavilion, we strive to provide a rewarding, team-based work environment that maximizes our staff's skills and experience. Grace Village is committed to quality and unparalleled customer service in all aspects of resident-centered care.

### Description of the Role:

The Recreation and Leisure Coordinator is responsible to lead the Recreation and Leisure team in the planning and delivery of activity programming that is both purposeful and dynamic to meet the holistic needs of the Grace Village residents.

The R&L Coordinator also oversees volunteer involvement at Grace Village, promoting community engagement and partnerships with local educational institutions. This includes volunteer recruitment, orientation, supervision and evaluation.

### Responsibilities:

- Coordinates the planning and organizing of activities focused on increasing quality of life and contributing to the overall health and wellbeing of the resident. Our goal is to provide a diversified activity program targeting the physical, intellectual, emotional, social and spiritual dimensions of wellness.
- Ensures organization and preparation of materials and spaces for designated activities.
- Develops and maintains accurate documentation, including activity program plans and evaluations, resident profiles and care plans and attendance data and reports.
- Oversees the development and distribution of activity calendars.
- Manages the Recreation & Leisure budget, tracking expenses and submitting various financial reports to business office.
- Researches new and dynamic ways to deliver activities to increase the quality of life and wellness of the residents.
- Facilitates regular Recreation and Leisure Team meetings to review objectives and plan activity programming.
- Manages the Recreation & Leisure team scheduling.
- Coordinates fundraising initiatives for Recreation and Leisure programs and projects.
- Maintain confidentiality of information with all residents, volunteers, teams and community.
- Participates in training and educational development courses as required.
- Develops volunteer program and resources including recruitment of volunteers, orientation sessions, ongoing coordination, and volunteer evaluations.
- Completes additional tasks, as required.



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### **Requirements:**

- Post-Secondary Education in Recreation & Leisure Studies, Therapeutic Recreation, Special Care Counselling, Community Development, Kinesiology or other related field(s).
- Minimum of 2 years of related work experience facilitating social and recreational programs.
- Work experience in a senior-living environment, an asset.
- Strong interpersonal skills with positive and enthusiastic attitude.
- Self-managed and demonstrates strong leadership abilities.
- Language proficiency in English and French 8/10 with excellent verbal and written communication skills.
- Computer proficiency in Outlook, Microsoft Office, Teams and the use of Internet.
- Demonstrated organizational and time management skills.
- Ability to build and maintain trusting relationships.
- Ability to adapt to the changing needs of older adults.
- Dedicated to respecting the values, customs, preferences and spiritual beliefs of the residents and their families/representatives.
- Ability to maintain confidentiality and exert discretion
- Strong team player and demonstrated ability to take initiative.

### **Other requirements**

- Driver's License with good driving record.
- Certification in First Aid and CPR.
- Fit to bend, stretch, sit and stand for extended periods of time. Able to lift up to 50lbs.

Our mission is to provide Excellent, Loving and Compassionate Care to seniors in our community. If you would like to join our team, please submit your CV to Grace Village for consideration to [rh@masscom.ca](mailto:rh@masscom.ca).

We thank all those who apply, however only those selected for an interview will be contacted. Grace Village applies an equal access to employment program.