



Make an impact

Volunteer/Recreation Coordinator (DS152)

File Number: COL01083

Service Area: Social & Health Development

Division: Long Term Care

Close Date: Tuesday, September 13, 2022

Position Type: Permanent - Full Time

Employee Group: UNIFOR Local 302 - Dearness Service Workers

Summary of Duties

The Volunteer /Recreation Coordinator is responsible for the maintenance of the full scope, active, dynamic Volunteer Program required to support the provision of a quality resident care and community life experience for the residents of Dearness. This position also completes the duties and has the qualifications of a Recreation Coordinator. This position will report to the Manager of Community Life.

Work Performed

Reviews annually the number and types of volunteers required to meet the Volunteer support needs for Dearness operations, working with all resident care departments and including resident input.

Organizes volunteer supported programs in partnership with Recreation, Nursing and Dietary to support resident strengths, interests and needs.

Maintains a strong, diverse, multi-skilled volunteer force to support Dearness resident programs.

Recruit, interview, screen potential volunteers to determine their suitability for and commitment to the facility's requirements.

Maintains job descriptions for Volunteer roles.

Train and orientate new Volunteers.

Co-ordinate and maintain educational and training programs for facility volunteers in co-operation with staff education.

Co-ordinate, monitor and evaluate the activities of volunteers on an ongoing basis; provide feedback and coaching to active volunteers.

Assist to maintain all documentation required to manage the Volunteer Program and meet Ministry of Health Long Term Care and industry standards.

Review the activity reporting system and submit activity reports on a monthly basis. This should include an analysis of key indicators of value added.

Liaise appropriately with community organizations, services and agencies to support the Volunteer Program at Dearness.

Participate, as appropriate, with other volunteer organizations to participate in joint planning and educational programming, as appropriate, in order to support Dearness goals.

Work collaboratively with the Spiritual Care Committee and the Dearness Auxiliary in the provision of services/programming for residents of Dearness.

Organize appropriate recognition events for Dearness volunteers including an annual recognition program each April for Volunteer Awareness Month.

Assists with developing policies and procedures pertaining to Volunteers.

Responsible for planning, organizing and facilitating a variety of activities for Dearness residents including unit-specific and special events to promote individual potential and meet the physical, emotional, social, spiritual and cognitive needs of each individual.

Responsible for the completion of all required documentation.

Other duties as assigned.

Qualifications/Experience

Successful completion of an Accredited Volunteer Management Program Certificate from a recognized college OR completion of a recognized College Diploma in the human services field

Have a post-secondary diploma or degree in recreation and leisure studies, therapeutic recreation, kinesiology or other related field from a community college or university

Demonstrated ability to develop programs to meet therapeutic, recreational, cultural, social, physical, intellectual, emotional and spiritual needs of long term care/community residents/clients.

A minimum of 2 years experience managing a Volunteer Program is essential.
Good working knowledge of computers and a board range of software programs.
Excellent interpersonal skills and written and oral communication skills.

Compensation Range

Start: \$27.99/hour

6 Months/1040 Hours: \$28.32/hour

12 Month/2080 Hours: \$29.46/hour

This posting is for (1) permanent full-time opportunity.

Other Information

As an inclusive employer, we are committed to providing a fully accessible recruitment process. Please contact us at any time during the recruitment process and let us know what accessible supports you may need.

Our hiring process is in accordance with the [City of London's Mandatory Proof of COVID-19 Vaccination Administrative Policy](#).

If assistance is needed, please contact the Human Resources Division
Phone: 519-661-4930 TTY: 519-661-4889
Email: mycareer@london.ca

