



Community Enrichment Coordinator

Elderly Person's Housing (EPH) – 165 Donwood Drive

Permanent | Part time (0.6 EFT) | Days

Under the direction of the Tenant Resource Coordinator, the Community Enrichment Coordinator (CEC) provides therapeutic activities with and for the tenants promoting their physical, mental, social, emotional, and spiritual wellbeing – all based on Donwood Manor's mission statement, objectives and policies.

Qualifications:

- Related experience in geriatrics an asset;
- Minimum of Grade 12;
- Recreation Facilitator for Older Adults Certificate or equivalent training;
- Food Handlers Certificate;
- Demonstrated ability to communicate effectively on an oral and written basis;
- Ability to work with older adults; plan and execute creative therapeutic activities;
- Ability to work cooperatively and collaboratively in a team environment;
- Proficient in computer programs including Word, Excel, Publisher, Outlook, Canva and Adobe Creative Cloud
- Willingness to learn and manage hydroponic gardening

Responsibilities:

- Completes individualized interviews to determine programming preferences
- Plans group activities with and for tenants, being aware of the tenants' needs and physical status
- Plans and implements programs, encouraging participation
- Keeps statistical records on program results; reporting to the Tenant Resource Coordinator
- Maintains confidentiality about the individual tenants
- Organizes and accompanies tenant outings, ensuring there are sufficient volunteers
- Understands his/her responsibilities in continuous quality improvement
- Creates the monthly Recreation Calendar, newsletter as well as activity posters
- Organize and implement large group programs such as birthday parties and seasonal celebrations, including hiring entertainment
- Promotes and provides support to tenant led programming
- Manage hydroponic gardens

Disability accommodations are available upon request during the assessment and selection process.

As a condition of employment, a current Criminal Record Certificate and an Adult Abuse Registry is required within three weeks of hire date.

Submit resume to: Human Resources at Career@donwoodmanor.org

Closing date: 0900 hours on Wednesday, April 23, 2025

April 16, 2025