



DAWSON HEIGHTS HOUSING LTD. IS currently recruiting for a Manager of Recreation and Volunteer Services.

About our Organization

Based in Victoria, BC, Dawson Heights provides a range of affordable, independent and supported housing options for seniors on limited income. Residents living on campus are independent and many are actively engaged in the life and activities on campus as well as within the wider community.

At Dawson Heights we have created a bit of magic through having great people, strong management, clarity in our work and a beautiful property. We believe that work should be a place that you enjoy going to every day, where you are respected, encouraged, supported and inspired. We choose to be a bit different. We hire people who are aligned with our values and we treat our team well. We respect and nurture all residents as individuals and we provide unrivalled recreational programming to enhance their lives. We expect all of our employees to participate in creating and delivering excellence through a culture of empathy.

These are the values that govern our work:

Excellence. We deliver excellence in all that we do.

Community. We offer a safe and nurturing home for residents across campus.

Professionalism. We are skilled, committed and knowledgeable.

Teamwork. We are skilled individuals who work together as one tight team.

Dependability. We do what we say we are going to do and we can rely on each other.

JOB DESCRIPTION

Job Title: Manager of Recreation and Volunteer Services

Job Summary: In collaboration with the recreation assistant and residents, the manager develops, coordinates and evaluates a wide variety of recreation programs to ensure that the physical, social, emotional, intellectual, spiritual and cultural needs / interests of residents are met. Recruits, trains, manages and recognizes the efforts of volunteers. The purpose of this position is to enhance the quality of life for residents, promote independence and develop community. The Manager of Recreation and Volunteer Services is a key member of the management team.

Reports to: Executive Director

Key Duties and Responsibilities:

1. Assists residents in making a seamless transition from their former housing and empowers them to become active and involved in the creation of their new home
2. Works with residents to establish a feeling of community within the Dawson Heights campus and to connect residents with the wider community of Victoria
3. Identifies a range of needs and interests of residents that will support and enhance the quality of their whole life, develops appropriate individual and group programs, and evaluates progress of participants
4. Plans and coordinates special events, benefiting the Dawson Heights community at large
5. Develops community partnerships with recreation and wellness resources to support programs at Dawson Heights
6. Assists in the development, implementation, and evaluation of program goals and objectives in line with the long-term objectives of Dawson Heights
7. Maintains written records of all recreation services
8. Works with residents, staff and family members to develop recreation programs and coordinates opportunities for residents to be as fully involved and independently responsible as possible
9. Recruits, interviews, orients, trains, supervises, evaluates and recognizes a core of volunteers to assist in recreation programs
10. Promotes and publicizes upcoming events throughout Dawson Heights, encouraging cross-campus participation
11. Ensures that supplies needed for recreation programs are identified, purchased and maintained
12. Maintains and adheres to departmental budget
13. Keeps recreation program area and equipment free of infection and physical hazards
14. Liaises with other department heads and communicates with health team members to ensure coordinated efforts
15. Keeps Executive Director and Board of Directors apprised of departmental developments

16. Maintains knowledge of developments in recreation and seniors through literature review, educational programs and involvement in professional groups

Education, Training and Experience

- Minimum qualification of two-year Diploma in Therapeutic Recreation with two years post-qualifying work experience
- Minimum one-year experience working with Seniors with a variety of health related issues
- Management experience an asset

Skills, Attributes, Abilities

- Understanding of the philosophy of Independent and Assisted Living
- Program planning and facilitation skills, to be inclusive of people with varying skill levels.
- Able to work with people with special needs, staff team, service providers and the general public
- Sound understanding of current and future Recreation Therapy practice and health care issues
- Compassion and empathy will be the underlying tenets of all that you do
- Able to work independently, organize work and set priorities
- Possess excellent verbal and written communication skills
- Understand the value of, and contribute to, team work
- Experience in computerized environment
- Physically able to carry out the duties of the position

How to apply

To apply for this position please email your cover letter, resume and salary expectations to khope@dawsonheights.ca; or mail to **Karen Hope, Executive Director, Dawson Heights Housing Ltd, 3710 Cedar Hill Road, Victoria, BC V8P 5V5**; or fax to 250-477-4851. Please mark your letter Confidential.

The deadline for applications is April 30, 2021. We will review applications as they arrive and will contact applicants that we wish to interview the week of May 10th.

If you would like to know more about our organization please visit www.dawsonheights.ca.

If you are applying from a different city in Canada, please include details of when you plan to move to BC.