

## Recreation Assistant (Part-time)

### Recreation

At OPAL by Element, we are redefining retirement and aging. Our vision is to develop and manage vibrant, inclusive retirement communities for people of all ages to live in. Based on Element's revolutionary intergenerational concept, we won an international award out of 950 retirement-focused projects assessed worldwide!

Our Values and Philosophy guide our business and are represented by the word **IMPACT**: Integrity in our actions, Mentorship of our people, Passion for our industry, Accountability to our customers, Creativity in our approach, and Teamwork that focuses on collaboration.

### YOUR ROLE

We are looking for a dynamic and motivating candidate, to be part of our Recreation team at our senior retirement community. You are responsible for developing and running Wellness and Recreation programs, on a well-balanced calendar of activities for our residents.

### YOUR ACCOUNTABILITIES

- Assist the Recreation Manager to coordinate and implement resident interests and programs to create varied and innovative activities within the community
- Organize and direct indoor and outdoor daily activity programs, including exercise classes, entertainment, crafts and related activities that encourage involvement and independence
- Assist in the development and production of the monthly calendar, weekly activity sheet, daily activity listing, In Touch programming, resident bulletin board, posters and advertising and any other informational material for the residents and community at-large
- Promote resident participation in social, wellness, spiritual and recreational activities and encouraging the participation of resident families and the community at-large
- Observe and report any changes in residents' functional and cognitive behavior to the Recreation Manager, or the General Manager
- Drive the bus for community outings in a safe and responsible manner

## YOUR CAPABILITIES

### *Education:*

- € University or College Degree/Diploma in Health or Human Services field including kinesiology, social work, nursing, psychology, physical, occupational, speech or recreational therapy

### *Experience:*

- € Minimum of 2 years of leadership experience within a multidisciplinary senior living or hospitality team serving an older adult population
- € Experience in a fast-paced, high volume and customer service orientated establishment

### *Skills:*

- € Class 4 unrestricted license with clean driving record (highly preferred)
- € First Aid/CPR certification would be an asset
- € Excellent written and oral communication skills in English; ability to speak Cantonese is a plus
- € Technologically savvy, possessing a strong knowledge of Microsoft Office software
- € Strong operations management skills - Able to develop, organize and direct the activities in a professional manner
- € Excellent customer service skills
- € Strong decision-making, problem-solving and conflict resolution skills

### *Behaviours:*

- € Think like an owner. While profit is important, it will not be at the expense of the resident or employee experience. Do what is right for people and the profit will follow.
- € Take pride in your work. Do your very best.
- € Willing to help team members even if it isn't your job. Share ideas and feedback that will help the team perform at their best. Recognize the efforts of others on the team. Be able to accept feedback constructively.
- € Inspire involvement among residents and visitors by taking the time to get to know the residents, their families and the community; understand their interests and encourage their participation.
- € Build trusted resident relationships. Understand the needs of the resident, maintain confidentiality and deliver on your commitments.
- € Ability to interact in a professional and empathetic manner with the seniors.
- € Champion the Opal culture. You know that the resident and employee experience drive sustainable business performance and you actively live by the IMPACT values every day.

*Visa Requirements:* Applicants must be legally able to work in Canada.

## YOUR WORK ENVIRONMENT

*Physical Effort:*

- Constant standing, walking and driving throughout shift
- Occasional lifting and carrying up to 25 lbs
- Occasional kneeling, pushing, pulling, lifting
- Occasional ascending or descending ladders, stairs and ramps

*Work Hours:*

- Able to work flexible hours including weekdays, nights and weekends
- Frequent local travel is expected with this position

*Physical Environment:*

- Residential area, office building, healthcare facility, bar/lounge
- Frequent outdoor exposure in all weather conditions

## YOUR REPORTING RELATIONSHIPS

Job Title of Immediate Manager: Recreation Manager  
Job Title of Next Level Manager: General Manager OPAL

Note: This is a 12-month part-time maternity leave position.

Working hours are Saturdays – Mondays, 9:00am to 5:00pm  
Expected starting date is March 1st, 2021.

How to apply: Please send your cover letter and resume to Ms. Teresa Sun, Human Resources and Administration Manager at [teresasun@elementliving.com](mailto:teresasun@elementliving.com)

Thank you for your interest in a career with OPAL by element! Only those selected for an interview will be contacted.

Find out more about us at <https://elementlifestyleretirement.com/>