



Recreation Coordinator (Part time)

Reports to Evening Program Manager

Position Description

The Recreation Co-coordinator is responsible to schedule recreational activities for clients while they are in treatment. They are responsible for maintaining and organizing all recreation activities and coordinating group activities for the clients. This provides care and growth and addresses the physical aspect of the Medicine Wheel.

Operational Duties

- Arrange details of scheduled recreational activities
- Works with other staff members to promote and motivate all clientele's active participation in all lectures, ceremonies, workshops, seminars, experiential activities, etc.
- Create inventory of all equipment and recreation supplies
- Ensuring supplies are purchased for programming as needed
- Manage experiential group dynamics in order to motivate and engage clients
- Utilize the current materials and resources of PLTC and acknowledge the benefit of accepting and respecting the various approaches of your colleagues
- Manage and effectively resolve differences between clientele
- Provide guidance and direction to clientele in respect to PLTC's cultural component and its approaches and practices
- Acknowledge and comply with organizational communication protocols
- Adhere to established PLTC policies, code of professional conduct, and code of ethics which holds all staff accountable for their behavior and professionalism
- Attend all mandatory team meetings, training initiatives and working groups and be prepared to discuss at conference/meetings any detailing information needed
- Responsible for monitoring, requisitioning, and storing recreational supplies
- Assisting with orientation and direction to staff in social activities
- Perform other related duties as assigned
- Support the Accreditation process
- Accurately document significant occurrences and observations in the proper formats as required (e.g. incident and termination reports, etc.)
- Adhere to the weekly planning schedule as set out by the Evening Treatment Manager which identifies weekly roles and responsibilities
- Identify and report immediately to your supervisor any inappropriate and unethical behavior witnessed of staff or clientele
- Prepare and post posters, schedules, notices that may be needed
- Affiliation with a Professional Body is desirable

Other requirements

- Valid Class 5 drivers license with an abstract upon hire
- Criminal Record Check and Child and Youth Intervention Check within the last 6 months

Starting wage will be set according to education, skills and experience.

Resumes will NOT be accepted without a COVER LETTER

Please ensure your cover letter and resume clearly outlines how your previous work experience is related to the qualifications and requirements for this position. Interested candidates should fax or email their cover letter and resume to:

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