



Social Recreation Program Coordinator
Position Description

The Alzheimer Society London & Middlesex (ASLM) has been actively supporting families and individuals affected by Alzheimer's disease and other dementias (ADOD) since 1982. We advocate for and provide support services, education and funding for research for those affected by ADOD.

Our mission is to provide hope, relief and support as we partner with individuals and families throughout their journey with dementia.

Location: Alzheimer Society London & Middlesex (435 Windermere Road, London) with travel required to community partner sites.

Status: 12 month contract, Full time, 35 hours per week, occasional evening and weekend work required

Immediate Supervisor: Manager of Volunteer and Social Recreation Services

Summary: You will manage the ASLM Social Recreation programs by utilizing your planning, facilitation and organizational skills. You will work closely with program and clinical staff to ensure programs meet the needs of clients and are consistent with the mission, vision and values of ASLM. You will represent ASLM in a professional manner, treating all internal and external clients with respect and dignity, and act in the best interests of the Society.

Qualifications:

1. Post-secondary education in Recreation and Leisure Services with a concentration in Therapeutic Recreation; Specialist designation preferred;
2. Experience facilitating therapeutic recreation programs;
3. Experience working with adults with a cognitive impairment or dementia is an asset;
4. Strong computer skills in Microsoft Office Suite (Word, Outlook, Excel, Power Point, Publisher) and database software;
5. Experience managing staff;
6. Strong communication skills for in-person and telephone interactions;
7. Ability to work independently and collaboratively in a team environment;
8. Interest in research and interpreting data;
9. Ability to plan for and achieve goals;
10. Experience planning program communication and component design is an asset;
11. Flexibility and organizational skills to manage multiple tasks or projects;
12. Superior written communication skills;

13. A class "G" driver's license and access to a reliable vehicle on a daily basis is required;
14. A Police Vulnerable Sector check is required.

Responsibilities

Social Recreation Programs

- Monitor and oversee all Social Recreation Programs;
- Source appropriate locations for satellite programs and develop agreements with satellite partners;
- Work with the Manager of Volunteer and Social Recreation Services to recruit and hire part time facilitators;
- Manage Social Recreation Facilitators:
 - Provide training on facilitation techniques and ASLM responsibilities
 - Coordinate monthly schedules
 - Collect program plans and debrief forms
 - Review program curriculum on a monthly basis
- Assist with recruitment of participants; make reminder calls for programs as required;
- Facilitate quarterly meetings with the Social Recreation facilitators along with Manager of Volunteer and Social Recreation Services;
- Review and process client inquiries and referrals;
- Act as back-up facilitator for SR programs as required;
- With Manager, monitor budgets for all SR programs
- Attend monthly program meetings to report on Social Recreation Programs;
- Work with Fund Development Manager and Manager of Volunteer and Social Recreation Services on grant applications, implementing expectations, reporting and tracking data;
- Identify specialized equipment or materials for program delivery as required, and procure necessary items
- Work with Communications Manager on marketing and promotion, including the Dementia program guide, providing dates and program details biannually for publication
- Continuously monitor and review programs, through facilitator and client evaluations, to ensure programs are meeting the needs of clients and align with ASLM's mission, vision and values;
- Be aware of new and innovative TR approaches and programs that may fit in with the ASLM mission;
- Evaluate program outcomes based on program plans, expectations, metrics and grant requirements (if applicable), and make adjustments to programs as necessary;
- Work closely with the Manager of Volunteer and social Recreation Services to ensure appropriate volunteer support is planned for programs, and that volunteers are properly trained and prepared for role, including delivery of the AIS volunteer training program
- Update client database system to register clients in programs and maintain client files in the system based on SR debrief forms

- Plan and deliver quarterly day trips as part of the London Life Interactive Memory Tour Program (4/year)
- Attend all sessions of Intergenerational Choir program at Sisters of St. Joseph to support facilitator and volunteers

Evaluation and Other Responsibilities

- As an employee of a non-profit organization, you are expected to participate in fund development activities as required
- Other duties as assigned by Manager of Volunteer and Social Recreation Services and/or CEO
- Annual performance review with Manager of Volunteer and Social Recreation Services and CEO

Interested applicants will submit a cover letter, resume, and the name and telephone numbers of three (3) recent work-related references to reception@alzheimerlondon.ca by MONDAY, MARCH 18th. Please include the job title in the subject line.

- All applicants will be screened based on receiving a complete application package and according to the qualifications listed in the posting. We thank all applicants for their interest, only those selected for an interview will be contacted.
- The Alzheimer Society London and Middlesex welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.