



**NORTH PEACE HOUSING FOUNDATION**

## **Job Description**

**Recreation & Volunteer Attendant**  
**Last Revised Date: 11 December 2023**

### **Job Summary**

The Recreation Attendant is accountable to the Housing and Accommodations Manager for the development and implementation of effective activities programs for the residents of the lodge. Work is normally reviewed by the Manager and Recreation/Volunteer Coordinator (as applicable) by periodic checks and is evaluated on the basis of quality and level of service provided and for adherence to organizational policies and procedures.

### **Hours of Work/Conditions**

- Typically Days (Monday thru Friday)
- Up to 8-hour shift with ½ hour unpaid meal break
- Flexible schedule, including evenings, weekends and holidays, for special events

### **Duties and Responsibilities**

- Under the guidance and in consultation with the Recreation Coordinator, delivers a lodge-specific activity program appropriate to the resident population in compliance with all related legislation, standards, NPHF policies, procedures and plans
- Organizes special functions such as dances, holiday parties, birthday parties
- Organizes trips for residents which could include the operation of a handi-van or bus, and the coordination/preparation of picnics/foods, etc.
- Assists residents with personal tasks
- Recruits, organizes and supervises community volunteers
- Attend related community events while also promoting the Foundation.
- Facility representative responsible for supporting Resident and Family Council activities and helping to resolve issues
- Organizational liaison with the Residents' Association
- Coordinates and supports all fund-raising activities with the required record-keeping and reporting such as, but not limited to, the casino fund-raisers, etc.
- Responsible for the operation of the Association vehicles (safety inspections, maintenance, cleanliness, registrations, insurance, volunteer drivers, etc.)
- May include responsibility for the operation of the lodge in the Manager's absence
- Adheres to the Foundation's dress code with particular attention to organizational branding through the wearing of promotional gear
- Other related duties as assigned by the Manager

### **Knowledge, Skills and Abilities**

- Must be able to communicate (read, write, speak and comprehend) in the English language at a Grade 10 level; competency test may be required
- Must possess strong organizational and time management skills with the ability to multi-task
- Proven job reliability, diligence, dedication and attention to detail
- Self-motivated with a strong sense of responsibility;
- Ability to work independently and as part of a team
- Ability to accept and promote change
- Must have excellent interpersonal skills with an inviting demeanor.
- Must display good judgment in emergency situations
- Must be free of all communicable diseases and must maintain good personal hygiene

### **Qualifications**

- Certification in Recreational Programming or the equivalent training and experience will be considered an asset
- Must demonstrate a sincere desire to work closely with seniors and the vulnerable sector
- Must provide and maintain throughout the employment a valid Class 4 License
- Must provide and maintain throughout the employment a satisfactory Vulnerable Sector Records Check and Driver's Abstract

I acknowledge that I have reviewed and understand the job description for the position of Recreation/Volunteer Attendant. I understand that the job description may be modified from time to time according to operational needs as circumstances require. I agree to work according to the job description.

\_\_\_\_\_  
Employee Name (Print)

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Employee Signature

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Date Signed