

Fernwood NRG is a social enterprising non-profit organization run by and for the residents of Fernwood. Fernwood NRG serves the Fernwood neighbourhood by:

- supporting individuals and families with affordable, high-quality services and housing,
- increasing food security through improving access to affordable, high-quality food,
- playing an active role in developing the neighbourhood economy, and
- engaging the neighbourhood through activities, events and communications.

Job Summary

Reporting to the Director of Community Programs, the Senior's Recreation Assistant will provide quality supportive programming to senior members (55+ years old) of the Fernwood community. This role will take a hands-on approach in the development and facilitation of dynamic opportunities and experiences, which add value and enrich the lives of our community members. The successful candidate will be able to think creatively to keep activities fresh and interesting, taking the time to reach out to individuals and encourage their participation in activities and events. Tasks include but are not limited to the coordination of the weekly lunch and activity programming, room and program set-up and clean-up, meal delivery, delivering social/recreational aspects of programming, and assisting with other daily program operations and logistics.

General Responsibilities

- Assists with general set-up and clean-up of program rooms including set up of tables, sweeping of floors, washing mats and cleaning dishes;
- To assist in serving the luncheon and collect the associated fees and maintain the attendance list/ written record and be responsible for the group in case of emergencies;
- To socialize with the Seniors in order to build trusting relationships and to be aware of their situations and needs;
- Observes and reports any changes in Participants health status or other concerns including unsafe conditions
- Observes and appropriately directs clients who appear stressed or identify a need for support and make appropriate referrals;
- To arrange within the budget, program activities of interest to the Seniors Annual Seniors Tea (the Sunday of Fernfest Weekend —4th weekend of June);
- Group birthday celebrations for those seniors who have a birthday in the same month;
- Other programs such as music, physical activity, workshops, etc.
- In the absence of the Community Centre Cook, to either prepare or purchase the supplies for the luncheon;
- Promotes, plans, implements and evaluates a wide variety of recreational, and educational programs;



- Implementing activities that accommodate those with disabilities;
- Publishes schedule/calendar of monthly events;
- Participates in team debriefs and quarterly program reviews;
- Researches and maintains a working knowledge of community resources, community events and applicable support services for clients;
- May be asked to support other organizational needs as it relates to Family Programs.

Qualifications/Requirements

- Diploma/Certificate/Courses in Recreation (preferably Recreation therapy) or 2 years working directly with a diverse group of seniors;
- Recreational therapy experience, especially as it relates to seniors with physical or cognitive impairment;
- First Aid Certified;
- Food Safe Level One;
- Good computer skills with a working knowledge of Microsoft Office and internet applications;
- Demonstrated experience navigating community resources;
- Ability to appreciate diversity, different opinions, lived experiences, backgrounds, and personality types;
- Ability to listen for and identify individual needs within group settings;
- Experience with providing advice, referrals or directions to support clients in crisis;
- Experience with and an understanding of the importance of client confidentiality;
- Ability to follow instructions and willingness to assume and carry out assigned tasks and to be accountable for results and actions, including quality of work;
- Excellent communication skills and ability to work well in a team;
- Excellent organization skills;
- Professional, responsive, and positive work attitude;
- Dependable, including the ability to maintain good attendance, be reliable and punctual;
- The energy and compassion needed to work with the elderly;
- The successful candidate will undergo a criminal record check for working with children and vulnerable adults.

Working Conditions / Equipment Used

- Ability to lift up to 50 lbs (several times a week).
- Ability to repeat crouching and standing movements to wash floor mats (several times a week)
- Ability to work in a busy and noisy environment (continuous).
- Ability to use standard office equipment (several times a week).
- Senior Programs clients may disclose or show signs of high-risk behaviour or drug use. There may be signs of or disclosure of interpersonal violence, trauma or loss.

Wage / Hours of Work

- 13 hrs/week, starting at \$20.00/hr
- Fridays 11:00 am – 3:00 pm
- Tuesday 10:30 – 3:30 pm
- + 3 hours of planning and admin
- Varied shifts across day-time, evenings and some weekends.
- Vacation paid out at 4% as per labour standards with additional paid sick day and family days.
- We have a strict covid-19 protocol, all staff are wearing masks while in the centre and socially distancing. A full Covid-19 protocol will be provided to the new employee

